

## **Acceptable Use Policy for Technology**

Bishop England High School strongly believes in the educational value of electronic services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. By deploying a filtering system, BE will make every effort to protect students and teachers from any misuses or abuses as a result of their experience with an information service. This policy places BE in compliance with CIPA (Children's Internet Protection Act).

Students will be expected to abide by the following rules of network etiquette when they are using school computers or their own personal devices to connect to or access school computing resources, school network resources, school online resources (such as Office 365 apps, online grading platforms, school library resources, etc.) or any other school-related technology resources, regardless of whether such access occurs on-campus or off-campus.

### **Network Guidelines for Students**

#### **1. Personal Safety**

- a. Student will not post personal contact information about himself, herself, or other people without the permission of one's parents and teacher. Personal contact information includes but is not limited to one's personal photo, address or telephone number. (Safety violation)
- b. Student will not agree to meet with someone he or she has met online without parent's approval. (Safety violation)
- c. Student will promptly disclose to the teacher or other school employee any message student receives that is inappropriate. (Safety violation)

#### **2. Illegal Activities**

- a. Student will not attempt to gain unauthorized access to Bishop England's school network resources or to any other computer system to go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing." (Theft)
- b. Student will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal. (Vandalism)
- c. Student will not use Bishop England's school network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person. (Drug and safety violation)

- d. Student will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others. (Vandalism)
- e. Student will not install software on any BE computers or on the BE network without permission and may do so only under the direct supervision of BE staff. (Vandalism)
- f. Student will not alter hardware or software setups on any BE computer resources. (Vandalism)

### **3. Plagiarism and Copyright Infringement**

- a. Student will not plagiarize works that he or she finds on the Internet or on the computers at school. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own. (Theft)
- b. Student will respect the rights of copyright owners. Copyright infringement occurs when someone inappropriately reproduces a work or image that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the student will follow the expressed requirements. If the student is unsure whether or not he or she can use a work, the student will request permission from the copyright owner. If the student is confused about copyright law, he or she will ask a teacher or librarian to answer any questions. (Theft)

### **4. Security**

- a. Student is responsible for his or her individual account and should take all reasonable precautions to prevent others from being able to use that account. (Safety violation)
- b. Student will immediately notify a teacher or an administrator if he or she has identified a possible security problem with the network or peripheral computers. Student will not go looking for these security problems, because this may be construed as an illegal attempt to gain access. (Safety violation/theft)
- c. Student will take all precautions to avoid the spread of computer viruses. (Vandalism)
- d. Student will not attach non-BE computer equipment or peripherals to the BE network or its infrastructure. This includes data storage devices such as USB drives, flash drives, floppy disks, or CDs, unless given permission to do so by a teacher, an administrator or a staff member of the BE IT Department. (Safety)

### **5. Inappropriate Language**

- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages. (Derogatory statements/disruption of education)

- b. Student will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. (Derogatory statement/sexual harassment)
- c. Student will not engage in personal attacks, including prejudicial or discriminatory attacks. (Derogatory statements/disruption of education)
- d. Student will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If the student is told by a person to stop sending them messages, the student will stop. (Disrespecting others' rights/disruption of education)
- e. Student will not knowingly or recklessly post false or defamatory information about a person or organization. (Derogatory statements/disruption of education)

#### **6. Respect for Privacy**

- a. Student will not repost a message that was sent to the student privately without permission of the person who sent the message. (Disrespecting others' rights)
- b. Student will not post private information about another person. (Disrespecting others' rights)
- c. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Bishop England, except for approved projects with the express permission of the teacher. (Disrespecting others' rights)

#### **7. Respecting Resource Limits**

- a. Student will use the technology at school only for educational and career development activities.
- b. Student will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people. (Disruption of education)
- c. Student will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless he or she has direct authorization from a teacher, it is legal for the student to have the files, and it is in support of a classroom assignment. (Disruption of education)
- d. Student understands that BE personnel may monitor and access any equipment, including personal devices, connected to BE network resources and student computer activity. In the case of computer equipment owned or controlled by BE, BE personnel may delete any files that are not for a classroom assignment. (Security)

#### **8. Inappropriate Access to Material**

- a. Student will not use school network resources to access or store material that is profane or obscene (pornography, etc.), that advocates illegal acts, or that advocates violence or discrimination toward other people. (Disruption of education/safety violation)
- b. If student mistakenly accesses inappropriate information, the student will immediately tell a teacher or an administrator and will not attempt to access the inappropriate information again. (Failure to comply with directives)

- c. Parents will instruct the student if there is additional material that they think would be inappropriate for the student to access. BE fully expects that the student will follow his or her parent's instructions in this matter. (Respect for others violation)
- d. Student understands that Internet access is provided for support of classroom assignments, and the student will not attempt to surf anonymously or modify the computer in any way to allow access to websites or applications that are not authorized to use. (Disruption of education).

## **9. Social Media**

- a. The BE Social Media Policy, which may be found on the Bishop England website, is incorporated herein by reference. Students should review the Social Media Policy information carefully. By signing this Acceptable Use Policy, students are also agreeing to abide by the rules and policies contained the BE Social Media Policy.

DISCLAIMER: Bishop England makes no warranties of any kind, whether expressed or implied, for the service it is providing. Bishop England will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions. Use of any information obtained via the Internet is at your own risk. Bishop England specifically denies responsibility for the accuracy or quality of information obtained through the Internet.

**BISHOP ENGLAND HIGH SCHOOL RESERVES THE RIGHT TO DENY ACCESS TO ANY USER IF IT IS DETERMINED THAT THE USER IS ENGAGED IN UNAUTHORIZED OR INAPPROPRIATE ACTIVITY OR IS VIOLATING THIS CODE OF CONDUCT.**

Any violation of the contract will result in disciplinary action, depending upon the nature of the offense.