



Network and Internet Use Agreement Acceptable Use Policy 2023-24

We are pleased to offer our scholars access to the computer network for the internet. To gain access to the Internet, all scholars must obtain parental permission and scholars in grades 3-8 must also sign and return this form. This policy is in effect for scholars of St. Regis Academy. It will be enforced at any time scholars are using school accounts or school equipment. It will also be enforced if scholars are using their own devices on school property or during school hours. In addition, if scholars are using their own equipment and are off school property, this policy may still be in effect if scholars are involving staff members of St. Regis Academy.

Technology is an ever changing component to the twenty-first century learner. Therefore, St. Regis Academy reserves the right to amend or revoke the policy and/or procedures in this technology agreement at any time as circumstances may require. St. Regis Academy scholars will be required to read and abide by these standards each year.

Scholar behavior that is inconsistent with our mission statement can and will be subject to the discipline policy.

Scholars are responsible for virtuous behavior on Academy computer networks just as they are in a classroom or Academy hallway. Communications on the network are often public in nature. General Academy rules for behavior and communications apply. The network is provided for scholars to conduct research and communicate with others. Independent access to network services is provided to scholars who agree to act in a considerate and responsible manner.

Parent/guardian permission is required. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in the cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal, and his or her decision is final. Access to the Internet must be related to the scholar's school responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.

Individual users of the computer networks are responsible for their behavior and communications over those networks. Users shall comply with Academy and diocesan standards and will honor the agreements they have signed.

Network storage areas may be treated like Academy lockers. Network administrators may review files and communications to maintain system responsibility and integrity. Users should not expect that files stored on Academy servers will be treated as private or confidential.

Some examples of unacceptable uses of the Internet or technology are:

- a. Using technology for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted;
- c. Invading the privacy of individuals;
- d. Using another user's password or account;
- e. Using pseudonyms or anonymous sign-ons (including browsing as a guest);
- f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the school.
- g. Engaging in abuse of technology. This includes communications, in or outside of school, using personal computer, social networking sites, or Electronic Communication Devices, such as wireless telephones, tablet computers, iPods, pagers, and other similar devices which threaten other scholars or school personnel, violate school rules, or disrupt the educational process promoted by the school.

Students will disclose to an administrator or teacher any message they receive that is inappropriate or discomfoting, be it on social media, SMS or other messaging apps. Staff, students and others involved in Academy activities have the responsibility to report to the administration any threats of violence or harm, hate, and/or incidents of bias. Depending on the significance and credibility of the threat, it will be reported to law enforcement.

- Do not make comments that could be misconstrued, as electronic text allows no context clues to convey shades of irony, sarcasm or harmless humor.
- Do not knowingly or recklessly post false or defamatory information about another scholar or St. Regis Academy.
- Notify your teacher immediately if you mistakenly access inappropriate information. This will protect against a claim that they have intentionally violated this policy.

Plagiarism is defined as taking ideas or writings of others and presenting them as if they were your own.

- Do not plagiarize works from any source, including those found on the Internet, in electronic databases or other online research tools.
- Cite, following the citation format set by the teacher, in all works that are not original to that student.
- Do not plagiarize another student's work, such as sharing school-related files when the project, activity or assignment is to be done independently.

During school, teachers shall guide scholars toward appropriate materials. Outside of school, families bear responsibility for such guidance as they must also exercise with respect other information resources such as television, telephone, movies, and radio.

Abusive communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:

- a. Use of illegal or controlled substances, including alcoholic beverages;
- b. Violence or threats of violence, intimidation, or injury to the property or person of another;
- c. Use of degrading language to describe or refer to another scholar, faculty member, or school official; or
- d. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in email communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.

Your school account and password are confidential and must remain so. Do not use another individual's account and confidential password.

St. Regis Academy wishes to avoid any impropriety, harassment or photography in inappropriate situations that may be associated with the use of any camera devices. This is especially true in places where scholars, faculty, staff and visitors have an expectation of privacy.

Scholar devices are equipped with the ability to record audio and video. At no time should a scholar record anyone (student, teacher, parent, presenter, etc.) without permission from the parties involved. The use of cameras on phones or other audio or video recording-capable devices at St. Regis Academy may constitute an invasion of personal privacy. The use of a camera or other audio or video recording-capable devices on St. Regis Academy premises are prohibited without the express prior permission of the person(s) present at the time.

Inappropriate use of phones, cameras, and electronic devices may result in corrective action including detention or suspension.

St. Regis Academy reserves the right to monitor employee and scholar use of school computers, including a scholar's Internet use and email use and content.

Thus, scholars have no expectation of privacy in their use of school computers, the Internet, or email. Each scholar and his or her parent(s)/guardian(s) must receive and sign this Technology Acceptable Use Policy annually.

Device Care and Protection:

The device that students receive actually belongs to St. Regis Academy, and is very expensive. These devices have been gifted to St. Regis Academy through a generous benefactor. The device is to be used for academic purposes, both on and off campus. You have the responsibility of taking good care of it. *(Please note that Face-to-Face scholars will not need to bring their devices home).*

Should any student experience a problem with their device then they must report the problem to their homeroom teacher as soon as possible.

- Keep the device away from foods and drinks and only use the touch screen with clean hands.
- Carry your device with both hands (not one) with the lid closed.
- Use your device only on a stable surface (i.e. do not balance it on your lap).
- Do not carry your device inside of a backpack unless it is made with a padded laptop sleeve.
- Do not alter your device, or case, in any way (i.e. stickers, writing).
- Do not leave your device, on the floor where it could be stepped on.
- Charge your device nightly. Students will not be able to claim a forgotten or uncharged device as an excuse for failed or incomplete assignments. (Note that devices should not remain charging at all times. Charge until the battery is full and unplug.)
- Bring your charger with you each day or have it available.
- Do not intentionally destroy the integrity of device-based information.
- Do not install malicious programs, invoke a device virus or any other disruptive mechanism.
- Do not alter system files or configuration to disrupt device or network functions.
- Do not seek or gain unauthorized access to network resources on the Internet or attempt to breach security mechanisms.

Scholars are responsible for backing up any critical files on a regular basis to a flash-drive or cloud storage service (Google Drive). Device malfunctions are not acceptable excuses for failure to turn in work.

Devices should not be put in situations that increase the risk of theft or incidental damage. Devices and chargers must never be loaned to someone or left unattended/unsecured. Devices must not be left in their car for an extended period of time. The use of stickers, paint or markers on the device is prohibited. If a scholar leaves St. Regis then the device, charger, and all provided accessories must be returned upon withdrawal.

A scholar may lose device privileges and administration reserves the right to make all final decisions.

As a user of the St. Regis Academy computer network, I hereby agree to comply with the above stated rules-communicating over the network in a reliable fashion while honoring all relevant laws and restrictions. **(3rd - 8th Graders only)**

As the parent/guardian of the scholar's listed below, I grant permission for my child(ren) to access networked computer services such as electronic mail and the internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable but I accept responsibility for guidance of Internet use – setting and conveying standards for my child to follow when selecting, sharing or exploring information media.

_____ (Initial) I also understand that by signing below I am liable for a technology fee of \$250 if the device in my care is damaged, lost or stolen.

Parent Name

Parent Signature

Scholar Name

Scholar Signature

Date

Grade

Date