



St. Michael the Archangel Acceptable Use Policy 2020-2021

TECHNOLOGY

Acceptable Use Policy 2021-2022

The St. Michael the Archangel High School Acceptable Use Policy applies to all technology resources. Students are expected to use all technology resources in a considerate, ethical, moral, legal and responsible manner.

All St. Michael High School school-issued Dell laptop/tablets and information stored on them are property of the school and are subject to the policies set forth by school administration and are subject to supervision and inspection. St. Michael High School reserves the right to monitor, access, retrieve, read and disclose all messages, information, and files created, sent, posted from, and/or stored on the school issued device. School issued devices are subject to random checks by technology administrators for inappropriate installation and usage of software. Any student who violates this policy or any applicable local, state or federal laws is subject to disciplinary action, a loss of technology privileges, and may face legal prosecution.

The administration of St. Michael High School reserves the right to amend any item in the Acceptable Use Policy or any technology policy during the year. Students will be notified of changes by email, and parents will be notified through the Principal's Newsletter.

General Computer and Internet Use

St. Michael the Archangel High School provides Internet access and network resources to students and employees who use the access in accordance with the mission of the school. Students must remember that technology devices and resources they are allowed to use are a privilege, not a right. By using such devices and resources, students agree to the following terms:

- Students are not allowed to install 3rd party applications on the computer that may interfere with the educational process. (i.e.: games and Virtual Private Networks (VPN))
- Students are not allowed to stream or download games via the web or through a VPN or 3rd party application (i.e.: BlueStacks)
- Student use of the school's network and Internet usage must be consistent with the mission of St. Michael High School and its educational goals. Misuse includes any Internet conduct on or off campus that negatively affects the reputation of St. Michael High School including messages sent, posted, liked, shared, retweeted, or received that suggest harassment, racism, sexism and inappropriate language and/or symbols.
- Students will not use their network resources or Internet access to monitor or interfere with or disrupt network users, services, St. Michael High School data or data of another student, or equipment, either on or off campus.
- Students will not access or try to make unauthorized entry to any computer accessible via the network or on remote networks. If a student notices a security problem, the student must notify administration immediately.
- Students will not use network resources or Internet access to transmit threatening, obscene or harassing materials, including chain-letters, solicitations, inappropriate photos and videos, or broadcast messages via our network or email system.

- The Internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. St. Michael students will not use network resources or Internet access to knowingly visit sites that contain this material nor import, transmit and/or transfer any of this material to other computers.
- Students should not email or post to websites, social media accounts or blogs any images, photos or videos of employees St. Michael High School. Photographing and/or recording (audio or video) a teacher or staff member without permission is prohibited.
- Students will not provide any of their passwords or share another student's password with any other student or non-student. Students may not use another individual's account or log onto the Internet or network as anyone else.
- For safety reasons, students will not communicate their address, phone number or other personal information to any person or company on the Internet or through email.
- While at school, students are required to access the internet using the St Michael High School Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices such as a cellphone and/or other external devices. Children's Internet Protection Act (CIPA) laws require schools to filter internet access to students and block inappropriate content from being accessed. This includes internet tethering and mobile hotspots that enable (3G or 4G) access on the school issued laptops.
- The intentional destruction, deletion, or disablement of St. Michael High School installed software on any computer is prohibited. Unauthorized copying/installation of software programs belonging to the school is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to the school is prohibited.
- **Students may not change the background image/screen saver on their device nor the Office 365 account image which appears in their email.**

Email and Communication Use

St. Michael the Archangel High School students will be issued a password protected login for the network, school email, and other communication resources. Students will use Office 365 for their school email account.

- Students are required to check their school email at least once every 24 hours.
- All communications sent or received serve as a representation of St. Michael High School. Communication exchanged via the Internet or email must not damage the school's reputation.
- Students may not change their given email username.
- All email communication between faculty, staff, coaches, and students must be exchanged in an appropriate manner through the school-hosted email account.
- Students are prohibited from attempting to access or using another student's email.
- St. Michael High School reserves the right to access student email accounts for routine maintenance and to retrieve school records. Access also includes, but is not limited to, carrying out internal investigations, accessing internet history, the disclosure of messages, social networking data, or files to law enforcement.
- Instant messaging, chat rooms, social networking, gaming, and email communication between students for non-academic purposes are prohibited during class time unless these activities are directly related to class activities and/or participation.

Online Learning Responsibilities/Expectations

- Students are reminded that all classroom expectations set forth by teachers, and handbook rules always apply. Failure to meet these expectations can result in both academic and behavioral consequences.
- Students are required to participate in all online class sessions. All video conferencing will be done utilizing Microsoft Teams.
 - When participating in online meetings and discussions:
 - Students should make every effort to find a quiet location other than a bedroom. If a bedroom must be used, students should not sit in or on a bed and should be aware of their surroundings which could be seen by the class. Nothing inappropriate should be displayed in the background.
 - **School uniform is required.**
 - **In order to receive credit in class meetings, students must** participate in class meetings by showing their face to the teachers and the class. Turning the webcam to the ceiling, floor, wall, or blocking the webcam is not acceptable.
 - Students should always be respectful and courteous to their teachers and classmates during online discussions and meetings.
- For roll call, students must check in to each class using Moodle. Important information including the class plan for the week is posted by their teachers.
- Students are responsible for maintaining all communication with their teachers, counselors, and administrators. Students should check their email daily and reply when necessary within 24 hours.

Student Laptop/Tablet Responsibilities

All Dell laptops/tablets are property of St. Michael High School, and special care should be given to all devices. Students are responsible for their device from the time it is issued to the time it is returned to the school.

- Students are required to keep their laptop/tablet in the school provided carrying case. Failure to do so could result in disciplinary consequences. If a student experiences a problem with their carrying case, they should report the problem immediately to the Help Desk located on the St. Michael campus.
- Care should be taken on a daily basis to ensure that the laptop/tablet is not put in a situation where there is an increased risk for theft or damage.
- Students must report computer problems or issues to the Help Desk before school, during their lunch or immediately after school.
- Students are responsible for charging their laptop/tablets overnight and have them ready for use at school the following day. Failure to do so may result in consequences. Students are required to have their power cords at all times.
- All information stored on the computer should be backed up on a daily basis. This is the student's responsibility. The Help Desk is not responsible for files or information lost during computer reimaging or repair.
- During lunch, students are to keep laptop/tablets packed in the carrying case while any food or drinks are present.

Help Desk and Customer Support

The St. Michael Help Desk is located next to the Library and is open school days 6:45 a.m.-3:00 p.m. Holiday schedules for the Help Desk will be posted as necessary.

- Every attempt to seek help should be made before or after school or during lunch.
- The Help Desk is not responsible for lost files or notebooks that have not been backed up properly.
- Students should only go to the Help Desk during class if the issue is preventing them from participating in a class activity or assignment. Students are prohibited from going to the Help Desk during class time without a signed permission slip from a teacher.
- Students should always RESTART their laptop/tablet before going to the Help Desk.
- Students should always backup their laptop/tablet BEFORE going to the Help Desk.
- Students other than St. Michael Help Desk employees are prohibited from entering the Help Desk designated areas.

Damage/Malfunction

- Accidental damage insurance purchased by SMHS may cover the cost of the repair.
- If the computer malfunctions or is damaged, any repair costs not covered by the accidental damage insurance is solely the responsibility of the student and the parent.
- If the computer is lost or stolen, the replacement cost is solely the responsibility of the student and the parent.
- Damage and theft insurance is available through outside vendors. Purchasing this optional insurance in no way eliminates or limits the responsibility of the student and the parent to pay SMHS for repairs or replacement of the computer.
- Students are required to keep all labels, barcodes, and stickers on their device. Removal of these items will result in a defacing charge of \$10.00 per incident.

Replacement Item Prices

Stylus - \$70.00
AAAA battery for stylus - \$1.00
Barcode/sticker/label replacement - \$10.00 per incident
Computer Charger - \$45.00
Flak Jacket (carrying case) - \$35
Dell Laptop - \$1365