

Required Use Policy
Bishop McGuinness Catholic High School
Student Required Use and Internet Safety Policy (RUP)

(Must be signed each academic year.)

Purpose

Bishop McGuinness Catholic High School (BMHS) provides every student with a MacBook Air, a Microsoft Outlook based school email account, a “Student Performance System” user account, in-school access to the Internet, access to network resources such as, projectors, distribution lists and subscriptions, and appropriate software based upon course enrollment. Bishop McGuinness also provides Apple Care for each MacBook Air. This policy provides guidelines and information about the limitations BMHS imposes upon use of these resources. Students are expected to exercise good judgment and to utilize technology with integrity. Realizing that every situation cannot be anticipated, the administration of BMHS, and the Diocese of Charlotte reserve the right to determine consequences for actions and behavior not included in this Required Use Policy.

Internet

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting and standards. It is important for parents of users under 18 years of age to understand that Bishop McGuinness cannot completely control the content of the information available on the Internet. Some of the information on the Internet is controversial and sometimes, offensive. However, the valuable information and interaction accessible on this worldwide network far outweigh the possibility that users may find inappropriate material.

Terms of the RUP

Our BMHS Student will adhere to these guidelines each time the BMHS-issued MacBook Air is used off campus and/or school:

- Will keep passwords private and will not attempt to discover passwords of other users.
- Will make available for inspection by an administrator or teacher upon request any messages or files sent or received at any internet location. Files stored and information accessed, downloaded or transferred on school-owned technology are not private.
- Will use appropriate language in all communications, avoiding profanity, obscenity and offensive or inflammatory language.
- Will report to responsible school personnel (administrator, counselor, or teacher) any incident of cyberbullying.
- Will observe rules of netiquette while conducting oneself in a responsible, ethical and polite manner.
- Will not publicly list private information and will exercise caution when sharing personal information.

- Will follow copyright laws and will only download or import music, files, software, or widgets, with legal permission.
- Will back up data/files regularly.
- Will not interfere with computer hardware or software, including settings that permit school personnel to monitor your computer while you are on campus.
- Will not attempt to override, bypass, or otherwise change the internet content filtering software, Cisco. This includes, but is not limited to, use of proxy servers, hotspots, or use of Spectrum WiFi or similar connections. During school hours, only BMHS wifi connection is permitted. All other connections will be considered an attempt to bypass our content filtering system and is subject to disciplinary action.
- Will acknowledge that syncing personal smart devices (iPhone, Android, tablet, etc) to school-owned MacBook Air will result in no expectation of privacy related to the files which have been synced.

E-mail specific policies

- Every student will be issued a school email account under the @bmhs.us domain.
- Students are asked to check the @bmhs.us account at least three times per week. School-related messages sent from administration will utilize the @bmhs.us account. Students are expected to read those informational emails.
- @bmhs.us accounts are for school related activities, including Student Performance System, Naviance, One Drive access, subscriptions to class software (such as Turn It In), access to electronic text books, communication between fellow students, etc.
- Do not provide school email address to any retail or social media website, company, or third party without permission from faculty member.
- Only school related attachments should be sent on the @bmhs.us account.
- Chain letters of any kind are prohibited. A chain letter is one that asks you to pass along information to another via forwarding the email.
- Spam is prohibited. Spam is defined as a bulk message sent to people who otherwise would not choose to receive it.
- Use of published email addresses belonging to student body, faculty, staff, and families to distribute chain letters or spam is prohibited.
- Students are prohibited from accessing anyone else's email account.
- No inappropriate email is allowed including obscene, derogatory, or harassing messages.
- If a student becomes aware of any inappropriate computer use of another user, he or she should inform the administration immediately.

Audio and Video

- During class, use of headphones is permitted at the discretion of the supervising teacher.
- Use of the BMHS-issued MacBook Air to watch movies, subscription television such as HBOGo, Netflix, Amazon Video and DVD videos is prohibited in the classroom, unless specifically permitted by a teacher.
- Any audio or video recording may be done only with permission of all parties being recorded.
- Any recorded audio or video may not be posted in a public location, such as YouTube or Vimeo, without written permission of all parties.
- Video messaging through FaceTime, Skype, Google+ Hangouts, etc. is prohibited during the school day unless directed to do so by the supervising teacher.

Games and Gaming

- The school reserves the right to remove any game from a school computer if it is seen as inappropriate or impeding the educational purpose of the computer.
- No game including violence, adult content, or inappropriate language, is permitted on the BMHS-issued MacBook Air.

Music

- The school reserves the right to remove any music from a school computer if it is seen as inappropriate or impeding the educational purpose of the computer.

MacBook Air

- Students must use the MacBook Air case provided by the school for their computers. Use of the case is required and is not an option.
- Students will exercise reasonable care of device and charger including but not limited to: avoiding food and drink while using the device, being cautious of headphones or pens/pencils before closing the computer lid, avoiding tossing a bag carrying the computer, etc.
- Device must be carried and transported correctly. Computer lid should be closed when the computer is in motion – without paper or other objects between the screen and keyboard.
- No stickers should be applied directly to the MacBook Air. (Stickers may be applied to the case of the MacBook Air.)
- Computer should be shut down and restarted at least once a week following the proper sequence: Apple Logo at Restart. The computer power button should never be held down to shut down computer. Doing so will eventually result in hard drive failure and loss of your data.
- Device will accompany student to school each school day, failure to do so may result in the student not receiving credit on assignments, participation grade, quizzes, tests, or projects.

- Graduating seniors will not be permitted to participate in commencement activities or receive their diploma without remittance of their MacBook Air. Students who withdraw for any reason (expulsion, transfer, relocation, etc.) will have 7 days to remit their MacBook Air and appropriate charger. Failure to do so will result in a hold on transcripts and a fine of up to \$1,200.

Loaner Computers

- In the event that a student's school-issued device is malfunctioning or in need of repair, the student should notify the school's IT Coordinator immediately.
- Loaner computers will be issued to students in the event that their school-issued device is malfunctioning or out for repair. Under no other circumstance will a loaner computer be issued to a student.
- All school policies for the MacBook Air apply to loaner devices.
- Students should not store any personal information on a loaner device and make sure to return the device in the same condition in which it was issued.

Network Access

- Students must not attempt to access any server or network other than what is public. This includes the school guest network.
- Students may not utilize proxy servers, VPN tunnel, bit torrents, etc. to avoid network security settings.

File Sharing

- File sharing involves sharing of files between computers, as in P2P games or airdrop.
- No file sharing software is to be downloaded to the BMHS-issued MacBook Air. Even when not actively sharing files, the download of the software creates a file sharing connection. Examples of file sharing software are: Shareaza, BitTorrent, Kazaa, Bearshare, and Limewire. If file-sharing software is found on your computer, a \$25 reimaging fee will be assessed.

Deleting Files

- Do not delete any files or folders you do not recognize or did not create. Deletion of system files may render your computer useless. In the event this occurs, a \$25 reimaging fee will be assessed. It is always better to ask for help prior to deleting files.

Photos, Screensavers, and Wallpapers

- Inappropriate or copyrighted material may not be kept on the BMHS-issued MacBook Air in a picture format. Inappropriate or copyrighted material may not be used as a screensaver or wallpaper.
- If photos of weapons, pornographic material, inappropriate language, drugs, alcohol, gang related symbols, etc. are found on the BMHS-issued MacBook Air, even through cached

internet files, disciplinary action will be taken. A \$25 reimaging fee will be assessed to rid the computer of any inappropriate content.

Acceptable Use of the Internet

The Internet is to be used in a responsible, efficient, ethical and legal manner and must be in support of the educational objectives and the student behavior guidelines of Bishop McGuinness Catholic High School. Transmission of any material in violation of any federal or state regulation is prohibited. Unacceptable uses include, but are not limited to, the following: violating copyright laws, reposting (forwarding) another person's communications without the author's prior consent, using threatening or obscene material, distributing material protected by trade secret, utilizing the Internet for commercial purposes, seeking unauthorized access to any resource (hacking into other computers or files on the Internet or network), downloading, copying, installing or transmitting commercial software, shareware or freeware without permission from the school's designated computer specialist, and/or providing political or campaign information.

Privileges

Inappropriate use of the Internet may result in suspension or expulsion from Bishop McGuinness Catholic High School.

Security

Attempts to login to the system as any other user or to share any password will result in disciplinary action. If you identify a security problem, you must notify the system administrator immediately.

Vandalism

Vandalism will result in cancellation of user privileges and may result in a suspension or expulsion from Bishop McGuinness Catholic High School. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the Internet. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

Accidental Damage

In the event of accidental or deliberate damage to the BMHS-issued MacBook Air, the school reserves the right to charge the student up to \$900 to repair or replace the MacBook. This does not include manufacturer's defect. The student and parent(s) agree that repair of the MacBook Air will only be done by Apple – not a third party. Students and parent(s) also agree that a lost charger fee of up to \$80 will apply. Upon remittance of their MacBook and charger, if it is found that a charger that is non-Apple is used, this fee will also apply. Apple Chargers should be used at *all time* to ensure proper battery life.

Discipline

Failure to adhere to the conditions of these policies may result in detention, suspension, expulsion, or monetary penalty. Decisions by administration are final.