

Responsible Use Policy

Vicksburg Catholic School (VCS) recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate and develop skills that will prepare them for work, life and citizenship. We are committed to helping students develop progressive technology and communication skills.

Vicksburg Catholic School may provide Internet access, computers, tablets, videoconferencing capabilities, online collaboration capabilities, message boards, email and more. School policies are designed to protect the school's technology resources as well as protect users from accidental and malicious acts of negligence, vandalism, theft, or other inappropriate behavior. The policies outlined herein applies to all technology use. The Responsible Use Policy (RUP) allows students to use technology inside and outside of the classroom. This RUP applies to all students, faculty, administrators, staff, volunteers or community members with access to school technology resources.

The school recognizes that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be views as a violation of the Responsible Use Policy and may be subject to disciplinary measures.

Technology use at Vicksburg Catholic School is a privilege, not a right. Everyone is accountable for his/her actions. The safety of all our students remains our paramount concern. In order to implement technology integration, every student, parent, guardian, faculty and staff member should study this Reasonable Use Policy, which outlines guidelines for the use of technology at VCS. Additionally, parent/guardian permission is required for student use of technology.

Goals

The school's goal is to prepare its members for life in the digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.
- Encourage critical thinking, communication, collaboration and problem-solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for internet safety and digital citizenship
- Provide a variety of technology-based tools and related technology skills.

Technologies Covered

The types of electronic and digital communications referenced in the policy include, but are not limited to, social networking sites, cell phones, digital cameras, videoconferencing capabilities, message boards, text messaging, email, chat rooms and instant messaging. Network resources refers to all aspects of VCS's owned or leased equipment, including computers, devices, printers, scanners and other peripherals, as well as email, Internet services, servers, network files and folders, and all other technology-related equipment and services. The rules below apply to any use of VCS's network resources whether this use access occurs on or off

campus. The policies outlined herein cover all available technologies now and in the future, not just those specifically listed or currently available.

Usage Policies

Our school will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators and staff are granted the privilege of using the computer hardware and software peripheral and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

All technologies provided by the school are intended for educational purposes. All users are expected to use good judgement and to follow the specifics as well as the spirit of this policy. Users should be safe, appropriate, careful and kind; not try to get around technological protection measures; use good common sense; and ask if they do not know.

Responsibilities of the user include, but are not limited to:

- Respect One's Self. Users will select online names that are appropriate and will consider the information and images that are posted online
- Respect Others. Users will refrain from using technologies to bully, tease or harass other people.
- Protect One's Self and Others. Users will protect themselves and others by report abuse and not forwarding inappropriate materials or communications.
- Respect Intellectual Property. Users will suitably cite any and all use of websites, books, media, etc.
- Protect Intellectual Property. Users will request to use the software and media others produce and protect license agreements for all software and resources.

Examples of responsible use include:

- Using school technology for school-related activities.
- Following the same Code of Conduct rules for online as offline.
- Treating school resources carefully and alerting tech support if there is any problem with their operation.
- Using school technology at appropriate times, in approved places, for educational pursuits.
- Citing sources when using online site and resources for research.
- Recognizing that the use of school technologies is a privilege and treating it as such.
- Being cautious to protect the safety of others and myself.

Examples of prohibited uses include, but are not limited to:

- Using any type technology to harass, threaten, deceive, intimidate, offend, embarrass or annoy any individual.
- Posting, publishing or displaying any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Using a photograph, image, video or likeness of any student or employee without the express permission of that individual and the principal.

- Attempting to circumvent system security.
- Downloading, streaming, or listening to internet-based music, video, or large image files that are not required for school work while at school, as this slows the performance of the network for all users.
- Altering, adding, or deleting any system files that affect the configuration of a computer or device.
- Installing software onto a school device that may interfere with the proper workings of the device or infringe on educational use of the device.
- Writing or publishing harmful or inappropriate material.
- Facilitating the illegal sharing of copyrighted material using file sharing tools.
- Uploading or creating a computer virus or malware.
- Misuse of copyrighted material.
- Plagiarizing material or misrepresent another's work.
- Conducting any commercial business.
- Attempting to maliciously harm the data of another person.
- Pursuing inappropriate material (i.e. pornographic, sexist, racist, etc.).
- Utilizing chat rooms or instant messaging programs that are not approved first by a teacher.
- Encouraging or supporting prohibited activities by others.
- Transmitting any material in violation of local, federal and state laws.
- Using personal technology devices at school.
- Using any type of technology at any time or place that has a negative effect on
 - School order and discipline.
 - Safety and welfare of other students or staff.
 - The reputation of VCS, its students, faculty and staff.

Ethical Use Beyond Campus

Vicksburg Catholic School believes that we have a duty in preparing students to be ethical participants in a technology-driven world to educate them to the potential perils and realities of electronic communication. We would hope and expect that, as the leaders of tomorrow, Vicksburg Catholic School students of today will set positive examples through their words and actions both on and off campus. We would urge you, as you consider what constitutes an appropriate and civil representation of yourself, to ask: "Will my actions reflect well upon my family, my school, and myself?"

As such, we share the following points of consideration: Students continuously represent Vicksburg Catholic School when using computing resources, even if they use these resources away from or outside the School's network. Students can expect the School administration to take note of and, if necessary, administer disciplinary action in response to information communicated on public sites that:

- Defames, denigrates, or conveys a physical threat toward any individual inside or outside the Vicksburg Catholic School community.
- Advocates for the violation of any laws or school rules
- Suggests that one's social network, website, or other electronic communication is sponsored by or affiliated with the School.

- Students should be aware that faculty members have been asked not to initiate or accept “friend” requests on social networking sites. We would ask that students and parents refrain from contacting faculty via these formats.

Computers and Devices

Hardware: Vicksburg Catholic School has partnered with Apple to provide MacBooks and iPads to students and faculty. The school provides devices for usage as a service. Students are allowed to access only their student assigned device. Students are not allowed to use another student’s device or a teacher’s device. Students may use school projection equipment with teacher approval and supervision.

Students in grades 7-12 will each be issued a MacBook Air. Students in grades 3-6 will be issued an iPad mini. Students in grades PK-2 will use shared iPads. Once issued, the devices are the responsibility of the student. The use of a school device is a privilege that can be revoked due to failure to comply with the terms as outlined in this policy.

- The MacBooks and iPads are the property of Vicksburg Catholic School and must be returned upon exiting the school (graduation or withdrawal) or as directed by the school's tech department.
- Protective cases for MacBooks must be purchased from school and become personal property of the student.
- Students may decorate their MacBook protective cases only. No marks, labels or embellishments may be placed on any surface of the actual device. Any covers with stickers, images, writing or the like that is deemed inappropriate by the principal will be confiscated and the student must buy a replacement from the school's tech center.
- Students must provide their own padded book bag, sleeve or carry case when taking devices home.
- Students must provide their own headphones or earbuds (less than \$100 recommended). The school's tech center will have some earbuds available for purchase. Elementary teachers may determine age-appropriate accessories to be kept in their classrooms.
- MacBooks must be taken home every afternoon and brought to school every morning fully charged. If a student is unable to complete assigned computer work in class due to a discharged battery, he/she will incur a discipline incident for being unprepared for class.
- Older elementary students will have the opportunity to take home iPads from time to time for assignments as directed by the teacher. Devices must be charged in the classroom before taking home.
- Each student and at least one parent will participate in the school's orientation program that will discuss proper use and care of the devices.

Tech Support: The school will provide support to the students, faculty and staff through its technology department. Any work by unauthorized parties is a violation of the school's RUP. Before seeking tech support, restart the computer or device. If the problem persists, send an email to helpdesk@vicksburgcatholic.org. Be sure to include a thorough description of the problem, your username and the device asset tag number. Users will follow all instructions as directed to resolve issues. If the tech department directs a user to leave a device for further investigation, a loaner device may be given. Loaners must be returned to the tech department at the end of the school day.

Responsibility for Care/Damage: The student is responsible for maintaining a fully working device at all times. The student shall use reasonable care to ensure that the device is not damaged, lost or stolen whether on/off campus, accidental or intentional. No food or drink is allowed around computers or devices. No one should try to open or fix a computer or device. No one is allowed to make any physical changes to a computer or device. Parents/guardians are responsible for the actual cost of repair or replacement as determined by the school's administration. When a device is purchased new from Apple, the school will purchase Apple Care Protection Program which covers limited repairs under certain restrictions during the first two years. Parents may purchase insurance on their own from a school approved insurer. See further details on the school's website about available options.

Software: Software and apps that are loaded onto computers and devices are a property of Vicksburg Catholic School and under VCS copyright and licensing agreements. No one is allowed to copy any software from VCS technology devices. VCS utilizes device management software including remote login for all school computers and devices.

Printing: Paper and toner/ink come at a high expense to the school. Students are encouraged to print only at home. If printing a document is necessary at school, students may email their document to printme@vicksburgcatholic.org. Cost is \$0.25 per page. Payment must be made when the print job is picked up.

Security

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If users believe a computer or device they are using might be infected, they should alert the Help Desk right away.

Electronic Data: Whenever a computer or device is issued, users will be assigned a username and password (Apple ID). Users are responsible for all activity associated with their identity. Only the student and technology department have access to the data on each device. The student should not expect privacy of his/her files. If working in a shared device (i.e. computer labs or iPad cart), all users are responsible for logging on/off with any credentials used.

Passwords: Users are reminded that their identity should be treated seriously. For security and liability purposes, students/faculty should NOT give his/her password out to anyone. Under no circumstances should a student attempt to find out another user's password or attempt to access that user's email or personal files.

Personal Security Online: No student should give out his/her or any other student/faculty members' personal information via electronic communication. This includes, but is not limited to: name, address, picture, etc. If users see a message, comment, image or anything else online that makes them concerned for their personal safety, they should immediately bring to the attention of an adult.

Monitoring: VCS reserves the right to monitor any aspect of its information systems in order to protect its systems. School administration monitors the network and may find it necessary to investigate electronic incidents even if they happen after hours and outside of school. As the owners of the school's network resources, the school administration reserves the right, if needed and at its discretion, to access remotely, open, examine, and/or delete electronic files that violate this Responsible Use Policy.

Network Access: Students/faculty should not attempt to gain access to the VCS network with any equipment that is not owned by the school and/or not approved by the administration. This includes, but is not limited to cell phones, computers, or any other network capable device.

Internet

Vicksburg Catholic School provides its users the privilege of access to the Internet, including web sites, resources, content and online tools. Access to the internet is restricted to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users are expected to respect the web filter as a safety precaution and shall not attempt to circumvent the web filter at any time. The determination of whether a site is blocked or not is based upon the content of the material or excessive bandwidth usage. If a user believes a site is unnecessarily blocked, the user should submit a request for website review to their administrator.

Students are prohibited from visiting inappropriate websites. Internet access is for academic use and should be surfed that way. Student laptops will be filtered at school as well as at home. By offering this filtering service, VCS is making its best effort in protecting students. However, it is impossible to filter or restrict access to all sites that may contain questionable information. We recommend parents oversee their child's electronic activities at home.

Email

Vicksburg Catholic School may provide users with the privilege of email accounts for the purpose of school-related communication. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or untrusted origins; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Students will be assigned their own school email address. Students can check their email from any computer that has an internet connection by visiting <https://portal.office.com> and logging in. Students are prohibited from sending inappropriate emails to anyone at Vicksburg Catholic School or any other domain. This includes mass spam emails, chain letters, and material others may find offensive. Students are also prohibited from using their school email address to establish any other accounts unrelated to school work (such as social media, gaming and the like).

Discipline

Breach of this policy and/or Laptop User Agreement (LUA) may result in disciplinary action. Depending on the severity of the breach, this may include:

- An informal warning from a staff member or administrator
- A formal verbal or written warning for misconduct
- Loss of technology privileges
- Dismissal for gross misconduct
- Civil proceedings to recover damages
- Criminal proceedings

Liability

Vicksburg Catholic School will not be held liable for:

- Any damage or harm to persons, files or data whether due to failure of equipment or interruption of service.
- The accuracy or truth of material obtained through the internet.
- Damages to any person resulting from unauthorized or inappropriate use of technology.

Vicksburg Catholic School does not have control of the information on the Internet or information contained in emails. While the school employs filtering and other security mechanisms and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. Additionally, the school may choose to block sites that it feels distract from the academic environment or unnecessarily consume network resources. However, it is impossible to filter or restrict access to all sites that may contain questionable information. Some sites may contain material that is defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal or that is otherwise inconsistent with the mission of VCS. While the school's intent is to make Internet access available for educational goals and objectives and to maintain a safe environment, account holders may encounter less desirable content.

At Vicksburg Catholic School, we expect the user to obey the Responsible Use Policy (RUP) when using the Internet and school-wide resources. Any student found in deliberate violation of the policy will be disciplined. In addition, users take full responsibility for their access to Vicksburg Catholic School resources and the Internet. Specifically, VCS makes no warranties with respect to school network resources and does not take responsibility for

- the content of any advice or information received by another;
- the costs, liability or damages incurred as a result of access to school network resources or the Internet; or
- any consequences of service interruptions