



## TECHNOLOGY ACCEPTABLE USE POLICY

As a result of the implementation of a school wide computer network and the 1-1 tablet program at Bishop Fenwick High School, we now provide an unlimited supply of resources and information to our educational community. Although exciting, this places an enormous responsibility on all users. **The systems are intended for educational uses only.** All Bishop Fenwick rules are applicable to all users of computers, tablets and related technologies. Users must adhere to the same Christian ethics that governs all other aspects of life at Bishop Fenwick. All action performed must reflect integrity, honesty and compliance with the Bishop Fenwick High School rules as detailed in the Student Handbook. The most important prerequisite for someone to receive a Bishop Fenwick High School tablet and login account is that he or she takes full responsibility for his or her own actions.

Therefore students must realize that as students of Bishop Fenwick High School, they are expected to behave accordingly and to adhere to the following regulations:

### **Network access**

- students must know that the Bishop Fenwick High School network is for educational purposes only
- students may not share logon names or passwords
- students may not use anyone else's logon name or password
- students may not use the account of a student who inadvertently does not log off, a teacher must be notified
- students may not attempt to bypass the network security or impair it in any way
- students may not tamper with the school network or files at any time
- students may not connect any personal device such as a laptop or cell phone, to the Bishop Fenwick network, without prior approval from the Technology Director
- students may not play games on their tablets during the school day while on Campus
- students may not play games on any of the Bishop Fenwick computers at any time
- students may not copy or download games to their home drives or an external disk
- students may not copy or download any unlicensed software, (software piracy is a federal offense)
- students must always cite sources for research papers

- students must use their school e-mail for educational communication only, the use of unacceptable language is prohibited, which includes inappropriate innuendos and anything with double meaning
- students may not download, copy, forward or transfer any inappropriate or illegal materials through the Bishop Fenwick High School connection
- vandalism of software, hardware or any school property is prohibited

### **Tablet Usage**

- students must bring the tablets to school daily
- students must come to school with a fully charged tablet
- students must transport the tablet in the protective case
- students will not vandalize the tablet or other network resources. Defacing, engraving, coloring, painting, etching, and using marker on the tablet itself is prohibited. It also includes deliberately removing keys or deforming the original shape of the tablet and its components (If an ongoing issue, a repair fee will be assessed)
- students must address needed repairs with the Technology Department (e.g. cracked screens, cracked track pad, missing keys)
- installing operating systems other than those installed by the Bishop Fenwick Technology Department is prohibited
- upgrading the Windows Operating System beyond the currently installed version is prohibited
- students must use designated charging areas to charge tablets when necessary. Designated charging areas include PC2, the Library and the Student Dining Hall
- recording, filming, or photographing teachers or other students is never allowed unless authorized by the teacher. Sharing or publicly posting captured material without permission is prohibited
- using the tablet and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself is prohibited
- installing or distributing unlicensed or illegal software is prohibited
- using a computer for distribution of inappropriate or illegal material including text, audio, images, or video is prohibited
- disabling or changing settings for remote management is prohibited
- students will not use unauthorized 3rd party multi-node file-sharing software (e.g. BitTorrent)

**Bishop Fenwick is in compliance with the Children’s Internet Protection Act (CIPA), which requires an Internet safety policy and mechanism to “filter or block Internet access for both minors and adults to certain visual depictions”. The administration can and will randomly inspect all files at any time. The administration also reserves the right to add to, and/or adjust these regulations at any time.**

**It is understood that using the technology network and services of Bishop Fenwick High School is a privilege and that students and parents agree that the facilities will be used in accordance with the rules outlined above and in the Student Handbook (on school web site).**

**Any student who violates any of these rules will immediately have his/her account or tablet revoked for a period of time determined by the administration. This will negatively impact all of the student’s courses where the tablet is used. Also behavior in conflict with these rules may result in disciplinary action as well.**

**It is understood that until the student graduates from Bishop Fenwick High School the tablet, stylus, protective case, charger and installed software is property of the School. If the student loses the tablet or the tablet is stolen it is the responsibility of the student and or family to cover the cost of the stolen/lost tablet, stylus, protective case, charger as well as the cost of a replacement tablet, stylus, protective case, charger and necessary software licenses. If the student leaves Bishop Fenwick High school before graduation the student will return the equipment (tablet, charger, stylus and protective case) to Bishop Fenwick High School in good working order. Failure to do so will result in a replacement fee equal to the value of the software license and equipment.**

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**This agreement must be signed and returned before a student is eligible to receive a tablet and login account. Please sign and return it to the Vice Principal.**

We the undersigned Parent/Guardian and Student understand that using the technology network, tablet and services of Bishop Fenwick is a privilege. We agree that the facilities will be used in accordance with the rules outlined above and in the Student Handbook. We know that any behavior in conflict with these rules may result in loss of privileges and/or other disciplinary action.

Student (Please Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Homeroom: \_\_\_\_\_ Grade Level: \_\_\_\_\_ Yr. of Graduation: \_\_\_\_\_

Parent/Guardian (Please Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

