Policy for Acceptable Use of Technology
Updated July 15, 2020

Overview

Philosophy

Technology at Bishop Fenwick is a tool for education. All forms of technology, from a student's personal device to the School's wireless network, are meant to enhance quality teaching and foster life-long learning. Like all tools, technology must be used appropriately, legally, maturely, effectively, and wisely for its intended purpose. This purpose is education.

In serving the educational needs of our School, technology at Fenwick can be used to a) collaborate and communicate with others here at Fenwick and beyond, thereby deepening student engagement; b) access information, research, data, perspectives, materials, and ideas throughout our global community; c) create new and varied forms of student voice and expression including projects, videos, apps, and myriad presentations; and d) cultivate and maintain healthy human relationships by practicing good digital citizenship and promoting positive social media use.

Bishop Fenwick provides and oversees technology resources for students' use in a manner consistent with the School's mission, vision, core values and educational goals. Fenwick is committed to graduating young women and men who are intellectually curious, socially responsible, and morally virtuous. To that end, Fenwick expects all students to make ethical decisions regarding any and all use of technology, exhibiting personal integrity and demonstrating mutual respect. At a time when many in our culture fall short of these expectations, Fenwick scholars will be digital citizens who lead by example.

Student Form and School Waiver

By signing the Acceptable Use Policy Form, students and parents/guardians are agreeing to all of the expectations and regulations outlined in this policy. Please review this material carefully and be certain to understand—and to follow—the guidelines detailed below. With technology, as with all areas of school life at Bishop Fenwick, students are reminded that they are responsible for their own actions, decisions, choices, and behaviors. Fenwick is confident that our scholars will rise to the challenge!

Fenwick expects that each student user will demonstrate high moral and ethical standards. Bishop Fenwick High School makes no guarantees regarding availability of or access to its technological resources and will not be responsible for the accuracy, nature, or quality of information gathered through school-provided use of the Internet. An Internet filtering program is continually in place to eliminate access to (and interference from) some websites and materials. However, if students circumvent this filter, Bishop Fenwick is not responsible for any unauthorized access to or content from blocked sites. In addition, Bishop Fenwick is not responsible for financial obligations incurred by students via school-provided access to the Internet.

Academic and Acceptable Use Policies

Again, technology at Fenwick is used to support, enhance, augment, and supplement teaching and learning; this is the sole purpose of technology at Fenwick. The use of laptops, tablets, cell phones, and other electronic devices at Fenwick, as well as access to the Internet via the School's Wi-Fi network, are privileges. These are not rights. This includes the use of Fenwick email accounts as well as the access to various apps, sites, etc.

To help our scholars make the most of the educational opportunity provided to them, and to prepare our young people for success in college and career, Fenwick seeks to develop in our students the best habits and practices in their use of technology. Therefore, Fenwick requires adherence to these guidelines:

Passwords

Students are responsible for all ways in which they use their Fenwick email and My Fenwick/Blackbaud account, network storage, and Internet access. Students may not share login names or passwords or use anyone else's login name or password to access any computer or network resource. Using another person's password or attempting to discover it is a violation of the Acceptable Use Policy; this includes taking advantage of a situation in which student inadvertently neglects to log off. Should a student discover someone's password accidentally, she/he is required to notify the person immediately so that it may be changed. At all times, students must respect and preserve the privacy of others at Fenwick.

Social Media

To help students become good digital citizens and morally responsible users of technology, and to protect both our students and our School from the dangers of social media, it is important to note the following:
- Everything that is posted on a social media account or via a social media platform can be saved (and distributed) with a screenshot and/or by other means; it does not disappear.
- Everything that is posted on a social media account or via a social media platform is the property of that site; it does not belong to the user.
- Virtually everything that is posted on a social media account or via a social media platform is, accessible and recoverable; essentially, it never goes away.

In regards to the use of social media, as with all forms of expression and discourse at Fenwick, the following are strictly prohibited and may result in suspension, probation, or withdrawal from the School:
- Any post, text, tweet, photo, video, story, or other message that targets, insults, belittles, demeans, degrades, or diminishes any member of the Bishop Fenwick community.
- Any post, text, tweet, photo, video, story, or other message that targets, insults, belittles, demeans, degrades, or diminishes any member of another school community.
- Any post, text, tweet, photo, video, story, or other message that targets, insults, belittles, demeans, degrades, or diminishes any particular group of individuals because of gender, age, school, race, religion, culture, creed, or color.
- Any post, text, tweet, photo, video, story, or other message that depicts, portrays, involves, or glorifies the use, consumption, or sale of alcohol or any other illegal drug.
- Any post, text, tweet, photo, video, story, or other message that depicts, portrays, involves, or glorifies any kind of behavior that is inconsistent with the standards of Bishop Fenwick.

The Fenwick Family is a genuine community of Goodness and Loyalty built upon authentic trust and mutual respect, wherein the dignity of each person is both sacred and protected. The relationships we

form at Fenwick define our Fenwick experience. In order to honor the sanctity of our relationships with one another, responsible use of social media is essential.

Network Access
- Students must use and access the Bishop Fenwick network for educational purposes only.
- Students may not attempt to bypass the network security or impair it in any way.
- Students may not tamper with the School network, hardware, software, or files at any time.
- Students must always cite sources for research papers; see the Student Handbook for greater detail on academic integrity and plagiarism.
- Students must use their school e-mail for educational communication only; the use of unacceptable language is prohibited; see the above section on Social Media for greater detail on Fenwick's understanding of inappropriate communication.
- Students may not download, copy, forward, or transfer any inappropriate or illegal materials through the Bishop Fenwick High School network.
- Vandalism of software, hardware or any school property is prohibited.
- Using the school network to harass, disparage, or intimidate another person or the School is strictly prohibited.
- Using the school network for distribution of inappropriate or illegal material including text, audio, images, or video is prohibited.

Cell Phones
- Cell phones are allowed on campus and at all school-related functions unless otherwise specified (i.e., a particular retreat).
- Cell phones must be stored in backpacks or lockers during the school day; they should be on "off" or "silent" mode.
- Cell phones are never to be used, accessed, or viewed in class without specific permission from the teacher.
- Students may use their cell phones before school, after school, and in case of emergency. Use of cell phones during lunch is currently prohibited.
- Individual teachers may create/devise their own policies, subject to approval by the administration, regarding the use of cell phones in class.
- Please also note that ear buds, headphones, etc. are not permitted for use during the school day unless directed by a teacher or administrator.

Laptops, Tablets, and Other Technology
- Students must bring their tablet/device to school each day, fully charged and updated.
- All laptops and tablets are to be kept in lockers or backpacks, and to be accessed during class only when directed by the teacher.
- Students may use designated charging areas to charge tablets when necessary; these designated charging areas include PC2, the Library, and the Student Dining Hall.
- Technology at Bishop Fenwick is used to enhance learning; therefore, the use of laptops and tablets is directed to study and scholarship.
- Playing video games, watching sporting events, and messaging students, friends, or family members during the school day is strictly prohibited; this applies to personal tablets and devices as well as to Fenwick tablets and devices.
- Taking videos and/or photos during the school day is also prohibited, unless approved by a teacher or administrator for a specific academic/school purpose.

- Accessing inappropriate websites or engaging in other potentially harmful and destructive online behavior is strictly prohibited at all times.
- Students will not use unauthorized third-party multi-node file-sharing software while on the Fenwick network (e.g. BitTorrent).
- In the classroom, using a laptop, tablet, or phone to take notes, record lessons, or photograph images may be done with permission from the teacher.
- Using a device during class to access MyFenwick/Blackbaud, Office 365, eBooks, websites, or other online content must be at the discretion of the teacher.
- The 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.

Appropriate Use

Whether they are in school or off campus, all students are expected to adhere to the School's Acceptable Use of Technology policy. Students must follow guidelines and meet the expectations of the appropriate behavior outlined in this policy when they are using electronic devices and when they are engaging in any online activity.

As stated M.G.L. c. 71, §37 O, cyber-bullying is defined as: "Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:
- Wire
- Radio
- Electromagnetics
- Photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of Bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying."

Examples of unacceptable use of electronic devices include, but are not limited to the following:
- Using technology resources for anything other than school-related purposes.
- Attempting to access password protected systems or servers for which they do not have an assigned password.
- Downloading software, music files, and other unauthorized programs.
- Using technological informational resources for any illegal purpose, including plagiarism, copyright violations and illegal distribution of software.
- Accessing, printing or distributing pornographic, obscene or sexually explicit materials or any material not considered to be of value in an educational setting.
- Impersonating other individuals or misrepresenting themselves in any way.
- Using technology resources for commercial purposes or political endorsements.
- Attempting to harm or destroy data or equipment of the Bishop Fenwick network, of another user, or of another agency connected through the Internet.

- Uploading or disseminating unauthorized pictures, data, audio files, etc.
- Using school-owned or any other computers, computer networks, cell phones, cameras of any kind, data or other electronic devices to harass, stalk, threaten, defame, bully or otherwise cause harm or damage to another person, institution, or company within or outside of the Fenwick community.
- Posting any images or statements that defame the school, its faculty, staff, administrators, or other students on any social networking site or anywhere else on the Internet.
- Identifying themselves under the school name or in such ways that are not in keeping with the mission of Bishop Fenwick.

Electronic messages and files stored on school-based computers will be treated like school lockers and are subject to access and monitoring. Administrators and faculty may review files and messages in order to maintain system integrity and to ensure that users are acting responsibly and ethically. Students must seek prior permission to use any computer, peripheral, presentation material belonging to the school and are responsible for their appropriate use.

School personnel will take disciplinary action appropriate to the gravity of any infraction of the Acceptable Use of Technology Policy. Sanctions include: verbal warning, written warning, loss of privilege of school owned resources, detention, suspension and expulsion. Lack of availability of a school computer does not excuse a student from the responsibility of completing all computer-generated assignments required in classes. As technology advances, Bishop Fenwick reserves the right to judge new uses of technology and to amend this policy in light of the Mission of the school.

Virtual/Remote Learning, Online Courses, and COVID-19

Because of the COVID-19 pandemic, Bishop Fenwick shifted to a fully online platform in the spring of the 2019-20 school year. As we approach the fall, Bishop Fenwick may once again be asked to transition to a fully online platform during the 2020-21 school year. We must be clear in stating that the importance of good digital citizenship is even more critical and more vital when students are immersed in a fully virtual/remote learning environment. The appropriate uses of MyFenwick/Blackbaud, personal devices, software, hardware, Internet, social media, and all facets of electronic communication are essential. From Zoom meetings to classroom apps, it is imperative that students conduct themselves online with the same high degree of character and integrity they would exhibit on campus. Bishop Fenwick reserves the right to issue further guidelines and expectations regarding online learning as the academic year unfolds.

FENWICK

> **Student and Parent Signature Form**
> **Policy for Acceptable Use of Technology**
> **Updated July 15, 2020**

Bishop Fenwick High School is in compliance with the Children's Internet Protection Act (CIPA), which requires an Internet safety policy and a mechanism to "filter or block Internet access for both minors and adults to certain visual depictions."

The administration may randomly inspect student files, tablets, and devices at any time while students are on campus or accessing the School network. The administration also reserves the right to amend and adjust the Acceptable Use Policy 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 these rules will have access to his/her account, tablet, or device revoked for a period of time determined by the administration. This will negatively impact the student's academic progress and educational experience.

Behavior in conflict with these rules may result in disciplinary action including but not limited to, detention, probation, suspension, and expulsion.

This agreement must be signed and returned before a student is eligible to receive a Fenwick login account. Please sign and return it to the Principal's Office.

We, the undersigned Parent/Guardian and Student, understand that using the technology network, tablet, device, 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.

Grade Level: _____   Year of Graduation: _____

Student (Please Print): _____

Student Signature: _____   Date: _____

Parent/Guardian (Print): _____

Parent/Guardian Signature: _____   Date: _____