

St. Francis Borgia Regional High School
Student Acceptable Use
Policy

The goal for St. Francis Borgia Regional High School's technology program is to support its mission to provide a Catholic education that fosters spiritually, morally, academically and technologically prepared lifelong learners.

Information technology is integrated into the curriculum to provide students access to digital tools and resources in order to maximize a student's full potential and prepare him/her to be a dynamic leader now and in the future. The use of these resources is a privilege, not a right.

For the purposes of this document, information technology includes, but is not limited to, Borgia's wired or wireless networks, network servers, the Internet, email, text messages, social media communications, wireless access points, computers, iPads, tablet computers, portable storage devices, software, data records, educational apps, smartphones, smart accessories, digital cameras, any wireless communication device including emergency radios, and/or future technological innovations whether accessed on or off site or through school-owned or personally-owned equipment or devices.

Acceptable Use Guidelines:

1. iPads are intended for use at school each day and should be fully charged at the beginning of the day. Students must provide their own adapters for charging.
2. Teacher expectations for information technology use, school messages, announcements, independent reading, calendars, and schedules may be accessed using iPads/tablets, desktops or laptops.
3. Smart phones are not to be used without permission. They must be **powered off** during normal school hours so as not to interfere with Borgia's wireless network. If a cell phone is used during the school day, it will be confiscated and held by the vice principal, and the student will receive a detention.
4. Smart accessories such as smart watches may be worn during normal school hours. Faculty and staff reserve the right to ask students to remove the accessory at any time.

5. All communication and information accessible via the networks provided by St. Francis Borgia Regional High School should be assumed to be the private property of St. Francis Borgia Regional High School and is not guaranteed to be private. Support personnel have access to all electronic mail. Messages relating to or in support of illegal activities will be subject to disciplinary and/or legal action.
6. Use of the school's wired or wireless networks must be in support of education and research and consistent with the educational objectives of St. Francis Borgia Regional High School. Internet service is provided to students to promote educational excellence by facilitating resource sharing, innovation, and communication.
7. Virtual Private Networks (VPN) are not allowed during normal school hours.
8. Teachers determine appropriate usage of information technology for their classrooms. Students are responsible for adhering to all classroom rules and restrictions. Teachers may use classroom monitoring apps for educational purposes. Teachers regulate the following activities as they apply to their classes:
 - ☆ Accessing social networking sites
 - ☆ Downloading high bandwidth music or videos
 - ☆ Accessing games or simulations
 - ☆ Accessing internet sites that are alcohol or drug related
9. Students must respect the copyright and/or licensing of any software and/or apps installed on electronic devices.
10. eLearning Day Assignments--When St. Francis Borgia Regional High School elects to have an eLearning Day, **teachers will have assignments posted by 9 a.m.** Students are to access assignments and ask questions prior to **noon**. Teachers will reply prior to 3 p.m. eLearning Day assignments are designed to enrich a previously taught lesson, or they will feature a new curricular goal. Teachers will assign a due date and time for assignments to be completed. Failure to meet these deadlines will result in a detention for each missed deadline.
11. Cyberbullying is prohibited. Anti-Bullying Policy--**Missouri Law 160.755** "Bullying" means intimidation or harassment that causes a reasonable student to fear for his or her physical safety or property.

Bullying may consist of physical actions, including gestures, or oral communication, cyberbullying, electronic, or written communication and any threat of retaliation for reports of such acts. Harassment is defined as any spoken, written, or graphic attacks against a person's race, color, religion, ancestry, national origin, gender, sexual orientation, medical condition, and/or disability. Students subjecting other students or faculty to harassment will be subject to disciplinary and/or possible legal action.

12. Sexting is not permitted. Pornography and Related Offenses--**Missouri Law Chapter 573** "Sexting is the taking, sending, forwarding or asking to receive messages, photos, or videos of persons who are partially or completely undressed or are pretending to or actually performing a sexual act." Students participating in these activities will be subject to disciplinary and/or possible legal action.
13. iPads and other electronic communication devices with camera/video capabilities are not to be used in restrooms, locker rooms, or unsupervised areas.
14. All students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to:
 - ☆ Politeness
 - ☆ Using appropriate language
 - ☆ Using the Internet in ways that will not disrupt the service for other users.
15. Students should be mindful of their safety when using the internet and refrain from identifying oneself by age, sex, or location in any communication over the internet
16. Students may not transmit any material over St. Francis Borgia Regional High School networks in violation of any United States federal or state regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material prohibited by trade secret. Use of St. Francis Borgia Regional High School's networks for commercial activities, product advertisement, or political lobbying is also prohibited.
17. St. Francis Borgia Regional High School assumes no responsibility for any loss or corruption of data resulting from the use of school information technology. Use of any information obtained via the Internet is at the user's own risk. St. Francis Borgia Regional High

School specifically denies any responsibility for the accuracy or quality of the information obtained through its service. Internet access is intended for the exclusive use of St. Francis Borgia Regional High School faculty, students, staff and guest users who are responsible for their actions while utilizing it.

18. Students are permitted to access St. Francis Borgia Regional High School information technology resources using their own logon information. This logon information is not to be shared with anyone.
19. Vandalism will result in disciplinary and/or possible legal action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to disrupt access to the Internet or other networks within the school. This includes, but is not limited to, the uploading or creating of computer viruses.

Updates—This Acceptable Use Policy is reviewed and updated periodically. Students will be notified of any changes made to this policy.

All students and their guardians are required to accept in writing the provisions in this Acceptable Use Policy by signing and submitting the Acceptable Use Permission Form (pg. 5)

Revised January 29, 2020

ACCEPTABLE POLICY PERMISSION FORM

STUDENT ACCEPTANCE

I, _____ (Please print your name)
understand and will abide by this Acceptable Use Policy. I understand that usage of St. Francis Borgia Regional High School's information technology is designed for educational purposes. I further understand that any violation of the regulations above may result in disciplinary action and in some cases may constitute a legal offense. Should I commit any violation, my privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

Signature of Student

Date

PARENT or GUARDIAN ACCEPTANCE

As the parent or guardian of a student, I have read this Acceptable Use Policy. I understand that usage of St. Francis Borgia Regional High School's information technology is designed for educational purposes. I recognize it is impossible to restrict access to all controversial materials, and I will not hold St. Francis Borgia Regional High School responsible for materials acquired on the internet. I hereby give my permission to allow my child to use the informational technology at St. Francis Borgia Regional High School.

Signature of Parent/Guardian

Date