

# Technology Acceptable Use Policy

*This policy governs the use of computers, mobile devices, internet access, Google Apps for Education Suite, and other internet applications while on school property and on all school-owned/managed devices, regardless of physical location.*

## Definitions

- **“User”** includes anyone, including scholars, faculty, staff, and guests, using HFCR technology, including but not limited to computers, networks, Internet applications, email, and other forms of technology services and products.
- **“Network”** refers to the wired and wireless technology networks provided and managed by the school, including but not limited to the “HFStaff” and “HFStudent” wifi networks and school-owned mobile hotspots.
- **“Equipment”** includes cell phones and smartphones (e.g., iPhones), smart watches, MP3 players, tablets (e.g., iPads), and computers, such as laptops, Chromebooks, and desktops, as well as portable storage devices (e.g., flash drives).

## Introduction

Technology is essential to facilitate the creative problem solving, information fluency, critical thinking skills, and collaboration that we see in today’s world. The internet provides scholars and teachers with unique and powerful ways to enrich learning. Holy Family Cristo Rey Catholic High School supports the use of technology for the purpose of enhancing and supporting learning and is pleased to offer Users access to its Network and Equipment so that they can access school-supplied technology to enhance learning at any time of day.

It is one of the technology goals of the school to ensure that each User’s interactions with technology contribute positively to the learning environment, both at school and in the community. Negative use of technology through the HFCR Network or on HFCR-owned Equipment, whether inside or outside the school, which degrades or defames other Users or members of our community is unacceptable. HFCR also recognizes that Users have widespread access to both technology and the Internet beyond the Network and Equipment provided by the school; therefore, use of personal devices and connectivity is considered to be included in this Acceptable Use Policy.

Access to HFCR’s Network is a privilege, not a right. The use of technology, whether owned by HFCR or devices supplied by the Users, entails personal responsibility. It is expected that Users will comply with HFCR rules, act in a responsible manner, and will honor the terms and conditions set by classroom teachers, staff, and administrators at

HFCR. Failure to comply may result in temporary or permanent loss of access, as well as other disciplinary or legal action as necessary. In particular, scholars will be held accountable for their actions, and are encouraged to report any accidental unacceptable use to a teacher or school administrator.

## **Network and Equipment Use and Access**

HFCR provides internet access and other technology to its scholars, faculty, staff, and guests as a research tool and means to communicate. Information gathered from the internet is understood as another reference material in school. All HFCR-owned Equipment and the HFCR Network, as well as all information transmitted by, received from, or stored on them, are school property and are intended for school use. The HFCR on-site wired and wireless Networks provides content filtering controls for scholar access to the internet. Scholars will be held accountable for any deliberate attempt to circumvent HFCR technology security and supervision.

HFCR reserves the right to monitor Users' online activities and to access, review, copy, and store or delete any electronic communications or files, and to disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of any HFCR Equipment, Network, internet access or files, including email.

HFCR expects Users to utilize technology and conduct themselves on the Internet in safe, responsible, and legal ways, and in a manner appropriate to Holy Family Cristo Rey Catholic High School. **The following are considered acceptable and responsible uses** of HFCR Equipment, the Network, and school-provided or -managed applications/technologies:

1. Completing school assignments through applications such as Google Apps for Education Suite (including Classroom, Drive, Docs, Sheets, and Slides), NoRedInk, Kahoot, Khan Academy, and others, as assigned by teachers or administrators.
2. Communicating respectfully and responsibly with faculty, staff, and fellow scholars regarding academics, the Corporate Work Study Program, college applications, school-sponsored activities (e.g., sports and clubs), and opportunities for community involvement.
3. Accessing information or videos related to academics, the Corporate Work Study Program, college applications, school-sponsored activities (e.g., sports and clubs), and opportunities for community involvement.
4. Protecting the safety of self and others, by refraining from publishing personal or contact details for any User, by keeping passwords and other log-in credentials confidential, and by reporting abuse and any inappropriate materials or communication.
5. Respecting the dignity of self and others, by refraining from teasing or bullying

others and by observing online etiquette.

**The following are considered unacceptable uses of HFCR Equipment, the Network, and school-provided or -managed applications/technologies**, and may result in temporary or permanent loss of access, as well as other disciplinary or legal action as necessary:

1. Using the Network or Equipment for non-school related activities during class time or work, including but not limited to, streaming or downloading movies or TV shows, playing video games, or accessing social media sites (e.g., Facebook, Instagram, Snapchat, TikTok, etc.) without explicit permission.
2. Using the Network or Equipment for inappropriate and/or illegal activities, including but not limited to gambling, playing violent or adult video games, sending or retrieving explicit/pornographic, violent, or otherwise inappropriate material, or illegally downloading (pirating) movies or TV shows.
3. Accessing information or sites that would be offensive to scholars, faculty, staff, parents, or guardians due to: pornographic content; racial, ethnic, sexual, gender, orientation, or minority disparagement or other forms of discrimination; advocacy of violence and/or illegal activity; or any other illicit/illegal content.
4. Destroying or vandalizing Equipment, or intentionally deleting school-owned resources (such as software/applications or files).
5. Sharing personal information, including addresses, phone numbers, passwords, or schedules.
6. Violating the privacy of others by posting personal information (e.g., full names, addresses, phone numbers, passwords, or schedules) that would jeopardize the safety of a fellow scholar, a faculty or staff member, or a community member.
7. Sharing or publicly posting links (including to Zoom meetings, Google Classrooms, Google Docs/Sheets/Slides, or private videos) intended only for a particular class or school group.
8. Impersonating another User, disguising one's identity, or accessing, deleting, copying, modifying, or forging another User's name, emails, files, data, or account(s).
9. Using abusive language or profanity.
10. Installing unauthorized software, freeware, or shareware on school Equipment without prior approval from school administrators, or knowingly distributing computer viruses, malware, or spam.
11. Using any HFCR Equipment or Network to pursue "hacking," internal or external to HFCR, or attempting to access information protected by privacy laws, including .
12. Using anonymous proxies or VPNs in order to get around content filtering.
13. Posting others' material as one's own, plagiarizing internet resources, or copying, downloading, or sharing copyrighted material without the

creator/owner's permission.

14. Filming or taking pictures of faculty and staff without proper permission.

## **Social Media and Cyberbullying**

Online communications between Holy Family Cristo Rey Catholic High School scholars, or Holy Family Cristo Rey Catholic High School scholars and others, are a matter of concern to the HFCR community. Inappropriate online behaviors such as bullying, threatening, the posting of inappropriate material, etc., will be subject to the school's sanction and may affect a scholar's standing, even leading to expulsion from the school. These things having been said, it is hoped that all members of the Holy Family Cristo Rey Catholic High School community will develop worthwhile, constructive, and creative ways of using the extraordinary opportunities and access that the internet and social media provide.

Any User whose behavior on the Internet demonstrates either a serious disregard for the dignity of self or others, or for the reputation of Holy Family Cristo Rey Catholic High School, may be subject to disciplinary action. Users will be held responsible for material posted on the Internet (including but not limited to blogs, webpages, Facebook, Twitter, Instagram, and Snapchat) or shared via text message, regardless of whether the User used school-owned Equipment, the school-managed Network, or another device or network or when the material was posted.

All Users are reminded that personal posting may have long-term consequences, not only in the context of the school community at present, but within the larger context of the poster's future and reputation.

If a User receives an inappropriate message from an HFCR scholar, the Director of Student Relations should be notified immediately. If a User receives an inappropriate message from a faculty or staff member or another adult, a school administrator should be notified immediately.