

St. Anthony School
***Digital Technology Acceptable Use Policy**

St. Anthony School is pleased to provide digital technology as a curriculum and to enhance learning opportunities and learning expression. This Acceptable Use Policy (AUP) details acceptable use of the digital technology provided by St. Anthony School (SAS). These services are provided by SAS as a privilege to the user and this AUP provides an opportunity to educate the user on the school's expectations and responsibilities. Appropriate and ethical use of any SAS digital technology tools is required: The use of St. Anthony School's computing facilities/resources and the Internet is a privilege, not a right! If a user violates any of these terms and conditions, disciplinary action and/or legal action may be taken.

Please read the following Terms and Conditions carefully. This AUP requires your signature and your parents'/guardians'. It indicates that you and your parents/guardians understand, accept, and intend to abide by the Terms and Conditions of this AUP.

Failure to sign this AUP by both the student and his/her parents/guardians will prevent the student from being able to use and access SAS digital technology.

Terms and Conditions

- 1) ***Acceptable Use:*** SAS is providing Internet access and student accounts on the physical and wireless network to support the curricular goals of the school. Use of St. Anthony School's computing facilities/resources and use of the Internet must be consistent with the educational objectives of the school.

Students shall not access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property (including, but not limited to, information concerning the manufacturing or purchasing of destructive devices or weapons)
- that is not related to SAS education objectives
- that contains obscene or inappropriate materials, either as pictures or writings
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group of persons with regard to race, color, sex, religion, national origin, age, sexual orientation, marital status, disability or handicap
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes (copies the work of another without express consent)
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation
- in violation of any federal or state law, including but not limited to U.S. copyrighted material and material protected by trade secret

- that contains sensitive personal information about themselves or others, including information protected by confidentiality laws
- using another individual's Internet or electronic communications account without written permission from that individual
- that impersonates another or transmits through an anonymous re-mailer
- that accesses fee services without specific permission from the system administrator

Students are also prohibited from storing the following on any SAS computer or within their network accounts:

- Programs/software/executable files, games, and music/video files (unless they are original work or A/V clips being used as part of a school project)

2) **Digital Technology:** The use of digital technology (cameras, video cameras, scanners, etc.) on campus should be limited to academic use only. Specifically:

2a) **Camera Devices:**

- camera devices may not be used to photograph another person who has a reasonable expectation of privacy without the person's prior knowledge and consent
- camera devices may not be used in a way that would violate another person's copyright
- camera devices may not be used to harass, intimidate, or bully another person or to invade another person's privacy
- camera devices may not be used in any classroom without permission from a teacher or principal and such permission

2b) **Portable Storage Devices:** The use of portable devices that store information (USB flash drives, iPods, external hard drives, etc.) is limited to legal, appropriate use on campus. It is illegal to move copyrighted material between devices – this includes music, applications, video, and more. Students should check with a faculty member before moving questionable files to or from the SAS network.

2c) **File Sharing:** The use of Web Publishing, FTP, E-mail Server or Peer-to-Peer is allowed only with permission from SAS faculty. This includes, but is not limited to, personal laptop computers or portable entertainment consoles using the campus network.

2d) **Games:** SAS computers and the network may not be used for playing computer games, unless ruled academic or appropriate by faculty and approved by SAS faculty.

3) **Privacy:** While SAS intends to maintain a secure network environment, E-mail, Web use, and files in student accounts are not guaranteed to be private in our school setting. Messages relating to or in support of inappropriate or illegal activities will be reported to the authorities. Students' use of Internet applications may be subject to periodic checks by SAS faculty. SAS technology staff have access to student accounts. Accounts may also be checked periodically to insure that their use adheres to the guidelines outlined here.

4) **Etiquette:** You are expected to abide by the generally accepted rules of computing and network etiquette. These include (but are not limited to) the following:

- Be polite
 - Do not swear, use vulgarities or any other inappropriate language
 - Do not reveal the home address or phone numbers of other students and be careful about your own personal information
 - Do not use computers or networks in any way that would disrupt their use by others
- 5) **Responsibility:** Members of the St. Anthony School community must remember that when you telecommunicate with individuals, groups, or institutions, you do so as an individual. You should not present your views, ideas, questions, or actions as representing St. Anthony School without specific permission from a dean, supervisor, principal or other administrator. Remember to make it clear that your communications represent you and not the institution
- 6) **Warranties:** St. Anthony School makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Anthony School will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, botched-deliveries, or service interruptions. Use of any information obtained via St. Anthony School is at your own risk. St. Anthony School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 7) **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem, you must notify a system administrator and not demonstrate the problem to other users.
- In addition, students shall not:
- use another person's password or any other identifier
 - gain or attempt to gain unauthorized access to district computers or computer systems
 - read, alter, delete or copy, or attempt to do so, electronic communications of other system users
- 8) **Vandalism:** Vandalism will result in cancellation of privileges, school disciplinary action and/or legal action. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of the school or of any other user on the Internet. This includes, but is not limited to, the downloading, creation or uploading of computer viruses. If equipment is damaged in the course of on or off campus use, students assume responsibility for any repair or replacement costs if their use has been determined to be inappropriate.
- 9) **Personal Technology:** (Includes, but is not limited to, Laptops, PSPs, Cell Phones, etc.) All student-owned devices may only be used on campus with permission by SAS faculty. When used personal technology must conform to the guidelines stated in this policy.
- 10) **Exception of Terms and Conditions:** All terms and conditions, as stated in this document, are applicable to St. Anthony School facilities and networks. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Hawaii, and the United States of America.

Please sign below in order to activate SAS digital technology privileges:

By signing below I agree that: 1) I understand the Terms and Conditions of this AUP and will abide by them, 2) I understand that if I violate any of the Terms and Conditions set forth in this AUP my parents/guardians will be called and my digital technology privileges will be suspended or revoked, 3) I understand that SAS will not be held liable for damages resulting in any student misuse or misconduct of SAS digital technology.

_____ Student Signature	_____ Parent Signature
_____ Date	_____ Date
Student Accepts Terms	Parent Accepts Terms

*Digital Technology refers to SAS computers, digital cameras, video cameras, printers, scanners, iPods and any digital device.

Note: This AUP was reviewed by the technology teacher with students in grades K through 8th grade. However, it is recommended that parents or guardians review the AUP with their children as they deem appropriate.

This AUP was adapted with permission from Mid-Pacific Institute.

Updated by SAS July 23, 2008