

ACCEPTABLE USE POLICY for TECHNOLOGY

Technology Vision Statement

The world is constantly changing, rich in technology, and increasingly global in nature. In keeping with our goal of developing “men for others” and community leaders in an increasingly diverse and technology-driven world, the Rockhurst learning community will be actively engaged in learning through the effective, efficient and ethical use of digital tools in the classroom and beyond.

Technology is an ever changing part of all of our lives. Rockhurst High School is committed to preparing young men to live responsibly in a digital world. Managing one’s life online and maintaining a responsible online identity and presence is a key component to the RHS Acceptable Use Policy. Rockhurst has intentionally chosen to have each student own his device and, as such, we expect our students to manage both personal and academic work at the same time in a manner befitting a Rockhurst student. Misuse of the school network, email system, or any other technological component will result in disciplinary action.

Though a student owns his own iPad, he must remember the importance of time and place in what is open and used here at school. The opening, displaying, or sharing of inappropriate material at school or on the school’s email system or WiFi network will be considered a violation of the disciplinary code.

The recording of voice or image of any student or teacher without explicit permission (in writing) is strictly prohibited and will result in significant disciplinary consequences.

“Acceptable Use Policy” (AUP) addresses acceptable and unacceptable ways in which the students in our community may use our information technology (IT) tools, and it addresses specific user responsibilities, rights, and expectations. Adherence to this policy shall be the joint responsibility of the students, parents and employees of Rockhurst High School.

Individually-owned Apple iPad Program

Rockhurst High School requires students to use their privately-owned iPads on our wireless network with our management system. Each student must have our management software installed at the Tech Desk or IT Services. The mobile device management system is designed to support student learning by providing them with the necessary internet access, apps, and textbooks. The management system does not allow the school to access private and secure information on the iPad. At the same time, students are not allowed to use the networks in ways that are detrimental to our values. With this unique privilege comes an increased responsibility to use these tools as responsible community members.

Students using privately owned iPads (and all other technology provided by this institution) must follow the policies stated in this document while on school property, attending any school-sponsored activity, accessing Rockhurst-provided resources, using the Rockhurst network or while interacting in real or delayed time with Rockhurst community members. Use of these devices gives tacit approval for school IT personnel and faculty/administrators to observe and utilize the devices to confirm compliance with school policies described.

In the classroom environment, the teacher or other designated adult is the determiner of appropriate and inappropriate use of technology. Teachers may declare technology-free times, call for the placing of technology at the front of the room, or in a ready-to-use position, fully charged with textbooks and necessary apps, documents, etc.

Students in violation of the Acceptable Use Policy may be subject to disciplinary action, including disabling access to the network. In the event of disabling access, completion of all class work remains the responsibility of the student. Rockhurst High School is not responsible for the loss of any information as all files should be backed up.

Privileges (Acceptable Use)

We hope that students find Rockhurst High School's IT tools to be useful assets that assist them in achieving their educational goals. Rockhurst provides students access to:

- An **amdg.rockhursths.edu account** (powered by Google Apps for education): This cloud-based computing technology grants all Rockhurst students limited access to email, calendaring, document creation, collaboration, storage, and other tools).
- A **Moodle** account: This learning management account gives students access to classroom materials, notes, schedules, etc.
- Certain productivity **apps** (Pages, Keynote, etc.) and various departmentally used apps.
- The **Internet** and many subscribed Internet reference and tutorial resources (which are accessible from any student computer in the building and in many cases on iPads at home and school).
- Note-taking and bibliography applications.
- Access to and classroom instruction on new media creation tools including music, video, digital graphics and programming software.

Users are encouraged to:

- Use IT tools to support their learning in ways consistent with the mission of the school;
- Conduct research using the Internet for instructional purposes related to class curriculum and personal interest and development;
- Access information that will facilitate their selection of the college or university they seek to attend;
- Increase their awareness of career path opportunities;
- Infuse technology into their course work;
- Improve their information literacy and research skills;
- Find ways to use technology for service to others.

Unacceptable Use:

The list of inappropriate uses of IT tools and accounts currently includes, but is not limited to the following. (This list may be updated at any time.)

- Attempting to covertly or overtly use technology in ways that are inappropriate, not indicated by the instructor or that run counter to the educational purpose of the class.
 - Never take a photo or record audio of video in the building without a teacher or administrator's permission.
 - Earbuds are not to be worn during passing periods or lunch periods in the Dining Commons.
 - To maintain the academic spirit of each class, students should not use technology for recreational use such as gaming during class or passing periods.

- Intra- or inter-class communication between students when not designated and/or supervised by an adult for a specific time period (such as a class) and deemed inappropriate.
- Using the Internet or school network for any illegal activity, including gambling, computer hacking (and all variations thereof) and copyright or intellectual property law violations;
- Use of Anonymous Proxies, Caching Servers, removing JAMF from iPads, jailbreaking iPads, or any other means to avoid restrictions placed on the IT network and/or internet access;
- Gaining intentional access to materials, maintaining access to materials or distributing materials which are obscene, pornographic or whose dominant appeal is sexual arousal;
- Gaining intentional access to material, maintaining access to materials or distributing materials which utilize or encourage excessive use of violence, blood, gore, or the diminishment of the value of life;
- Associating a website with the school without proper authorization or representing the school by name, logo, or identity in a formal or informal publication, document, or program without prior approval;
- Downloading, installing or accessing unauthorized software or other executable files (e.g., .exe, .bat, .pif, .reg) without the permission of IT staff; this includes but is not limited to the use of unauthorized operating systems or other root level programs that could be installed on school computers or devices.
- Deliberately introducing a virus to, or otherwise improperly tampering with, the system;
- Intentionally installing or accepting spyware, malware, or other disruptive, intrusive, or destructive programs;
- Attempting to gain access to or gaining access to network hardware (including wall jacks, wires, switches, routers, servers, access points, etc.). This includes placing unauthorized devices onto the school's wired network.
- Obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives or fireworks;
- Posting messages on or through the network or internet, including those that are anonymous, that use abusive or profane language, or use the system to harass, insult or verbally attack others or disrupt normal function;
- Using limited resources provided by the school in a wasteful manner;
- Causing or contributing to the unnecessary congestion or malicious interference of the network;
- Gaining unauthorized access to resources or files;
- Identifying oneself with another person's name or using password, account, or credentials of another user (including guests);
- Providing access to the school's network to unauthorized individuals or granting limited authorizations to unauthorized people;
- Using IT Tools for financial or commercial gain (unless approved by Rockhurst administration for a school activity directly supervised by a staff member);
- Stealing or vandalizing data, equipment or intellectual property;
- Invading the privacy of other individuals;
- Attempting to gain access to or gaining access to student records, grades or files outside of the adult supervised and approved shared drives or individual authorized account;
- Degrading or disrupting equipment or system performance;
- Failing to obey school or classroom technology use rules;
- Taking part in any activity related to technology use, which creates a clear and present danger or a substantial disruption to the orderly operation of the school;

- Use of school or personal electronic devices to perform unethical actions including, but not limited to, cheating, unauthorized collaboration, or plagiarism (e.g., cell phone texting answers or taking pictures of exams).

Email Guidelines:

Rockhurst High School provides each student with a school-issued email which must be used for all school communications. Students will carry this email address for their four years at Rockhurst. Faculty and staff will not respond to emails sent by students over any other email provider. Additionally, students must understand that the school will communicate with them via their (AMDG) email account.

Students/Parents are reminded that the school issued email is property of the school and should be used for school business only. If necessary, school email can be checked by the administration. Abuse or misuse of the school email system--for example with the intent to annoy or harass--will be considered a violation of the disciplinary code.

Because email is an important form of communication, students are expected to check their email daily for messages from teachers, counselors, coaches, campus ministers, club moderators, and fellow students.

Every email should include the following:

- a proper greeting or salutation (e.g. Dear Mr Smith)
- a subject line that clearly states the purpose of the email
- a proper ending or signature ("Sincerely," for example)

In addition,

- be concise but thorough
- remember that emails can be misinterpreted; choose your words wisely
- protect yourself from identity theft by not emailing passwords, Social Security numbers, bank account information, etc.
- give teachers at least 24 hours to respond to an email, and do not expect teachers to respond at all hours of the day or night.

Risks

The educational community of Rockhurst High School makes no warranties of any kind, whether expressed or implied, for the service it is providing and is not responsible for any damages the user may suffer. This includes loss of data, non-deliveries, mis-deliveries, or service interruptions. The student is responsible for evaluating any information obtained from the Internet. Rockhurst High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

The users of Rockhurst's IT Tools agree that they waive any right to privacy that they may have for such use (including personal devices) We may monitor the user of technology and may also examine all system activities in which the user participates. Users have no right to privacy as to any information or file created, maintained, transmitted or stored in or on Rockhurst's property, through our technical resources or on iPads and other personal devices at school. Users should know that content that includes but is not limited to: sexual comments or images, racial slurs or other offensive comments, defamatory, discriminatory or harassing materials distributed, accessed or downloaded through IT tools could expose them to legal liability as well as to disciplinary action.

Loss or theft of a Rockhurst High School issued iPad must be reported to the Dean of Students Office within 24 hours or the first school day after incident. Students are responsible for the cost of replacing a lost or stolen iPad.

Violations and Sanctions

Rockhurst High School endeavors to create an atmosphere which fosters academic achievement, personal responsibility and respectful relationships among students, faculty, staff, administrators, families and other members of the Rockhurst community. Any behavior or action contrary to Rockhurst's purposes is considered an infraction and may result in the immediate and/or permanent loss of access to IT tools and/or further disciplinary actions. At any time as required for administrative or technical reasons a network administrator may close an account.

Copyright

Rockhurst High School does not sanction copyright infringement. We ask all organizations bearing the Rockhurst name to honor all copyright and license restrictions.