

Benilde-St.Margaret's

BSM Technology Acceptable Use Policy

Benilde-St. Margaret's offers the use of technology in order to broaden academic opportunities, enhance school curriculum, and to offer students outstanding training in the area of technology. The use of technology at school, including the Internet, is a privilege, not a right. Even though each student is issued a laptop, the hardware (laptop, power cord, case) and software are the sole property of BSM. Students must agree and adhere to the following policies and procedures if they wish to retain the privilege of using BSM technology resources. Keep in mind that these policies and procedures apply even when school is not in session, i.e. weekends, vacations and summers.

Electronic Devices (Student owned or non-BSM)

Personal electronic devices are to be powered off during the school day. Students using personal electronics without teacher permission during the school day will have them confiscated. On the first offense, the student will be required to turn their device into the main office during the school day for 1 week. The student's parent/guardian will be notified. If the student's device is confiscated for a 2nd time, the student will be required to turn their device in to the main office during the school day for 1 month. The student will also receive 4 periods of detention and their parent/guardian will be notified. If the student's device is confiscated for a 3rd time (or subsequent times,) the student will be required to turn in their device to the main office during the school day for the remainder of the school year and the student will serve a full day of detention. The student's parent/guardian will be notified.

Personal electronic devices may be searched if it is believed that a criminal or school violation has occurred. Music may not be listened to on personal devices. Students must use laptops for listening to music.

Day-to-Day Use & Care of Laptops (Failure to follow these guidelines may result in charges to the family – see the Financial Obligations Form that families sign at Roundup)

Students are entirely responsible for the use and care of their laptops. Laptops are always to be kept in the school issued cases when in transit and must never be left unattended or unsecured. When not being used, they should be stored in the student's locker. Laptops should not be put in backpacks or anything that may cause the computer to be compressed. Laptops are to be fully charged nightly and brought to school every day. Students may not use other student's laptops without permission. Students should not have food or beverages near their laptops. Students may not write on, place stickers on or alter the appearance of their laptops or the case in any way (This may result in a \$20 charge at the end of the year). Extreme temperatures may damage the laptop. Laptops should not be stored in temperature conditions below 32 degrees or above 75 degrees.

Hardware & Software

No one but a BSM tech person or teacher may attempt to alter hardware or software. Students may not install or attempt to install software on computers, unless directed to do so by a teacher. Students who alter hardware or software without permission may have their computer confiscated and re-imaged. Repeated incidents will result in detention and/or in-school suspension

Problems & Repairs

No one but a BSM tech person or teacher may attempt to repair hardware or software. Students will report any damage or problems with any hardware to the help desk as soon as the problem is discovered. Be aware that the computer and its accessories may be under warranty and prompt reporting of problems is important. Students are responsible for damage, loss or theft of their laptops. Damage, loss, or theft must be reported to the school office immediately. The school will have a limited number of loaner laptops available for students to use if their laptops need repair.

Network, Passwords, Settings

Students using computers at school will be logged on to the school's network. When students are connected to the network, all their activity and Internet surfing will be logged and school officials will be able to monitor and check those logs for inappropriate activity. Students may not hack into or attempt to hack into any areas of the secured network or servers. Students are allowed only on the BSM network. Students may not share their passwords with other people, and they may not use or attempt to use another person's password. Students may not steal or attempt to steal other people's passwords or online files and folders. Students may not change or attempt to change any network or security settings on BSM hardware. Students may not employ the use of an anonymizer, proxy server, mifi, hotspot, cell phone, or other device used to circumvent the content filter. Students are expected to leave their AirPort on at all times.

Internet Use & Safety

Students may not, at any time, access, send or receive material or sites that are illegal, pornographic, or otherwise inappropriate. During class time, students are expected to use the computers as directed by the teacher. BSM reserves the right to monitor student Internet activity at any time. Students may not clear the history in the browser. Access to the Internet provides students with a vast source of information and other resources. However, the Internet may also expose students to inappropriate content or individuals with malicious intent. For this reason, students should use extreme care and caution while on the Internet. Students are not to divulge personal information such as names, addresses, photos, phone numbers, etc. about themselves, their classmates, teachers, or family members over the Internet. Students will adhere to all copyright laws. Students who access inappropriate material or sites or delete their browser history may have their computer confiscated and re-imaged. Repeated incidents will result in detention and/or in-school suspension.

Downloading

Downloading files from the Internet is sometimes a necessary operation. However, students should use caution when choosing what to download because your computer's performance is directly affected by the amount and type of data stored on your laptop. Standard files such as pdf, jpg, docx and similar files are typically OK to download. You may not download applications. Some examples of items that must not be downloaded include:

- Illegal items such as uTorrent, Transmission, FrostWire,
- Bandwidth hogs like Dropbox, SugarSync, Steam
- Games

If you need an application for academic reasons, you must get direct permission from a BSM teacher, dean, or technology staff member. To preserve bandwidth for other users, students should not download any large files or remain connected to streaming data sources (e.g. YouTube, Pandora) for any extended period during the school day.

Email, Messaging, & Etiquette

Students are never to send bulk email from BSM hardware (bulk email is a message addressed to many recipients and sent without their consent). Using technology to engage in cyber-bullying, cyber-stalking, cyber harassment, etc. is unacceptable and prohibited both on and off campus. All messages or communication of any kind sent from student laptops and or BSM accounts, whether at school or away from school, must contain only appropriate content and may not be used to bully, harass, intimidate, insult, threaten, or gossip. Messages that contain inappropriate pictures, pornography, or derogatory comments about other people will result in appropriate consequences.

Files, Other Content, & Privacy

The hardware and all their physical and digital contents are the property of BSM, and the school reserves the right to inspect all elements of the hardware, software and digital data at any time. This inspection may be done in connection with an investigation initiated by an administrator or dean. Students are responsible for making sure all contents on the computers they use are appropriate for school. Gaming software is not to be used or installed on computers. Students must be sure their files are backed up each day, especially since files are not backed up on any BSM servers.

Printing

BSM values the philosophy and practice of environmental stewardship, and limiting the use of paper is an important element of this philosophy. For this reason, only essential material should be printed. Generally speaking, students should not plan to print at school.

Teacher's Discretion

There are times when a teacher may authorize students to use or access technology resources when it aligns with the academic objectives of their classroom - including the use of students' own technology resources (e.g. cell phones for use as a student response system, MP3 players /iPods for academic purposes). In these circumstances, and *with teacher permission only*, it is the responsibility of the student to adhere to the spirit of the Acceptable Use Policy. Students should only use the devices in a way that enhances the academic purpose of the classroom and in a way intended by the teacher. Other uses of the devices could result in disciplinary actions.

Financial Obligation Agreement

Students will be issued a laptop, case and power cord only after a parent/guardian has signed the Financial Obligation Agreement.

Consequences

Failing to adhere to these policies will be considered "laptop endangerment." Examples of laptop endangerment may include but are not limited to:

- unattended laptop
- putting laptop in physical danger (includes keeping laptop within dangerous/active places in the gymnasiums, not using BSM issued case, roughhousing, swinging laptop, using food and beverage within close proximity, exposing to extreme temperatures and defacing.)

Consequences for laptop endangerment will include:

- First incident: the student will be issued a warning.
- Second incident: the student will be given a detention and the student's parents will be notified.
- Third incident: the student will perform ½-day of school-assigned service
- Fourth (and subsequent incidents:) the student will meet with their dean and the Principal to discuss further consequences including additional detention, suspension or expulsion.