

Benilde-St. Margaret's

Junior High Acceptable Use Policy for Laptops and the Internet

Benilde-St. Margaret's issues laptops to its students in order to broaden academic opportunities, enhance school curriculum, and offer students outstanding training in the area of technology. The laptops are the property of the school and should be treated with care and caution at all times. Laptops are meant to be used almost exclusively for academic purposes. Students must agree and adhere to the following policies and procedures if they wish to retain their laptops.

Day-to-Day Use & Care

- Students are entirely responsible for the care of their laptops.
- While at school, students must keep their laptops with them or leave them locked in their JH lockers (laptops are not to be left in athletic lockers).
- Laptops are to be stored in the carrying case except when they are open and in use.
- Laptops must never be left unattended. Students will be given consequences for leaving their laptops unattended or for laptops not in the carrying case.
- Laptops are to be fully recharged nightly and brought to school every day.
- Students may not use each other's laptops without permission.
- The volume on the laptops must be turned off during the school day.
- Laptops may not be stored in temperature conditions below 32 degrees or above 75 degrees.
- Students should not have food or beverages near their laptops. Laptops may not be brought to the cafeteria at lunch time.
- Students may not write on, place stickers on, or alter the appearance of their laptops or cases in any way.

Hardware & Software

No one but a BSM tech person or teacher may attempt to repair or alter a laptop's hardware or software. Students may not change or attempt to change the hardware or software on their laptops. Students may not install or attempt to install software on their laptops, unless directed to do so by a teacher.

Problems & Repairs

Students who have technical problems with their laptops may visit the help desk or submit an online Help Desk Ticket. No one but a BSM tech person or teacher may attempt to repair a laptop. Students will report any damage to or problems with their laptops to the help desk or their teacher. The school will have a limited number of loaner laptops available for students to use if their laptops need repair. Students will be responsible for damage to or loss or theft of their laptops, and damage, loss, or theft must be reported to the school office immediately.

Network, BSM Server, Passwords, Settings

Students using their laptops 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 live and check those logs for inappropriate activity. Students may not hack into or attempt to hack into any areas of the network or servers. Students may not back up their music files to the BSM server. Students are allowed only on public areas on the 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 administrative, network, or security settings on their laptops.

Internet Use & Safety

The Internet is to be used only for academic purposes during the school day. Students may not, at any time, access sites or material that are illegal or pornographic, or send or receive material that is pornographic or otherwise inappropriate. Students may not use school laptops to access Facebook, Twitter, Instagram, or any other social-networking sites unless directed to do so by a teacher. Students may not install or use or visit video conferencing applications or sites like Skype, Yahoo, Google, etc. unless directed to do so by a teacher. Benilde-St. Margaret's (BSM) reserves the right to monitor student Internet activity at any time. Students may not ever clear their 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, (email) addresses, photos, phone numbers, etc. about themselves, their classmates, teachers, or family members over the Internet. Students will adhere to all copyright laws.

Downloading

Downloading files from the Internet is sometimes a necessary operation. However, students are not to download any file or other content to their laptops without direct permission from a BSM teacher. Legal downloads of music, movies, and other similar things are allowed. To preserve bandwidth for other users, students should not download any large files or remain connected to streaming data sources for any extended period during the school day.

Email, Messaging, & Etiquette

Students are not to use email, messaging, chat, or any other collaboration program during the school day unless given direct permission by a teacher. Students are never to send bulk email from their laptops (bulk email is a message addressed to many recipients and sent without their consent). All messages or communication of any kind sent from student laptops, 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, especially students, faculty, staff, and the school are prohibited and will result in disciplinary consequences.

Files, Other Content, & Privacy

The laptops and all their physical and digital contents are the property of BSM, and the school reserves the right to inspect all elements of the laptops at any time. Students are responsible for making sure all contents of their laptops are appropriate for school. Gaming software is not to be used or installed on the laptops. Students will make their laptops available for inspection by a teacher upon request. Students must be sure their files are backed up each day.

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, printing should be done at home. In the case of temporary printer problems at home, students may print at school but only before and after the school day.

Financial Responsibility

Families are responsible for a yearly non-refundable fee to help cover insurance costs for the laptops while they are in the students' possession. If a student's laptop needs repairs due to physical misuse, neglect, or damage, the student will be responsible to pay a fine. Students who lose or break the charger must purchase a new one at cost (currently approximately \$90). Students may incur additional expense for violating the Acceptable Use Policy or for misuse of the laptops.

Consequences

When a student fails to adhere to this agreement, his/her laptop will be taken away for a period of not less than a full day of school. Having multiple violations or committing more-severe violations will cause a student to lose his/her laptop for a longer period of time. Other consequences will accompany the loss of a laptop. These include, but are not limited to: quiet lunch, detention, referral, suspension or expulsion. Monetary fines will also be levied where appropriate. Students who lose laptop privileges will be responsible for getting all their work done on time, even without the use of a school computer.