



CHRISTIAN BROTHERS SCHOOL

POLICY FOR ACCEPTABLE USE OF TECHNOLOGY (Acceptable Use Policy – AUP)

Christian Brothers School strives to educate students to their fullest potential and equip them with the tools necessary for a successful future. Student use of technology is a necessary component of this endeavor. Access to the Information Superhighway and developing the students' electronic information research skills are now basic requirements in preparing them for their place in our technologically enhanced society. Internet access allows the students to access libraries and databases of information around the world, and gives them the ability to communicate with knowledgeable adults or students around the world; therefore, encouraging collaboration, communication, and a greater involvement in our global community.

The peaceful operation and continued use of these resources require that the users adhere to guidelines. In general, Christian Brothers School expects that technology resources are to be used for educational purposes in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission statement, values, understandings, and beliefs of the Archdiocese of New Orleans and the school. The use of Christian Brothers School's technology is a privilege not a right, and will be regulated accordingly.

Students' individual responsibilities include but are not limited to:

1. maintaining Christian standards of conduct in all computer activities.
2. following the rules set forth by the technology coordinators.
3. keeping your password private - this includes all activities on your user ID or that originates from your system.
4. accessing only your data or files, publicly available data or files, or files in which you have been given authorization. Each student is given disk space to utilize for school related work / projects from school computers. The data on this space may be retrieved for up to one year after graduation, by contacting the Director of Technology for a transfer request form. Once the form is approved, a USB memory stick may be brought in and the data will be transferred.
5. watching computer resources and refrain from monopolizing them - this means do not overload the networks with excessive data or waste disk space, printer paper, manuals, computer time or other resources.
6. following all copyright laws in regards to information and software usage. Be sure to use legal versions in compliance with license requirements. Do not infringe on copyrights by reproducing or transmitting material that is protected by copyright, and do not plagiarize

from web sources.

7. respecting the privacy of other network users.

In order to follow the acceptable use policy you must NOT:

1. act in an unethical, malicious, obscene or threatening way.
2. use another person's id or password or tell anyone your own password.
3. attempt to go around or corrupt our network security measures.
4. use the computers to transfer material that is criminal, subversive, treasonous, libelous, defamatory, invasive of privacy, or contrary to or inappropriate to the philosophy of the Roman Catholic Church and/or Christian Brothers School.
5. harass, annoy or intimidate a person through email or messaging services from Christian Brothers School or from home to Christian Brothers School.
6. mention Christian Brothers School on your website without permission from the school.
7. take part in any activity that could cause harm to our system or information contained on it, such as generating or disseminating viruses, disrupting services, or damaging files.
8. harm, remove, exchange or change any of our hardware, software, program or system configurations without authorized permission.
9. use the technology resources for commercial reasons or personal gain. An example would be performing work for profit with the school resources in a manner not authorized by the school.
10. access public sites or download data that is deemed to be obscene, violent, or inappropriate based on the philosophy of the Roman Catholic Church and/or Christian Brothers School including but not limited to inappropriate games or jokes. If students encounter such material by accident, they should report it to their teacher immediately.
11. display or send offensive messages or pictures.
12. transmit personal information including addresses and phone numbers for themselves and others.
13. touch or otherwise possess another person's iPad without a teacher or an administrator's permission.

iPad Usage Policies

Before an iPad can be used on the school network, it must be shown to a designated member of the school technology team as having a unique identifiable name – example John Doe's iPad could be named John Doe or JohnDoeiPad. The iPad may not be capable of 3G/4G/5G (cellular) communication. It must be a WiFi only model. Any complication with the iPad needs to be reported immediately. Any loss or theft of an iPad must be reported to the school administration immediately. **No non-CBS networks may be logged into/used while at school.**

All students' iPads are required to have their name on the LOCKSCREEN. It is used to help identify the iPad in case of being misplaced or lost.

The iPad and all of its accessories are the responsibility of the student. It is their personal iPad. The student must treat it as they do all of their other belongings – this means they assume responsibility for its upkeep and maintenance. iPads should not be left unattended or in a situation where another student may use it without permission. If a student has an afterschool activity, it is

the student's responsibility for securing the iPad.

The iPad may only be used during class time, for educational (school related) purposes. iPads should not be out during lunch, recess, break etc.

If there is a breakdown or malfunction of the iPad, the student will revert to a traditional means of learning, i.e. pen and paper.

The Internet is to be used for educational purposes only while at school. The student will take responsibility for all content found on his iPad, and privilege to use the device will be revoked if content/use is found to be in violation of the school's policies. Use of the internet for commercial activities, product advertisement, etc. is prohibited. Students may not use chat or email during class unless specifically instructed to do so by a teacher or administrator. Use of email during class is strictly prohibited, as well as the use of games during class, without teacher approval.

Christian Brothers School reserves the right to monitor internet usage. Any means of trying to get around the Archdiocesan filtering system will result in disciplinary action or termination of the privilege of using the iPad. Students have no expectation of privacy and can expect teachers and administration to conduct checks of internet history, documents, etc. at random. Christian Brothers School utilizes a Mobile Device Management (MDM) software to assist in monitoring and protecting the student and school from unwanted possible sites / apps. The students' iPads may be registered through the MDM for the duration of their time here at Christian Brothers. This allows the school to push wanted and needed apps for classes to specific groups, as well as monitor if the student has Blacklisted Apps (apps which the school does not feel are appropriate). Students will be notified of having Blacklisted Apps and warned to remove them from the iPad. Failure to comply with the warning will result in disciplinary action. Since the iPad belongs to the parent and not the school, this Mobile Device Management tool is implemented in a more advisory than commandeering fashion. It is there to aid Christian Brothers School, Students and Parents to have a safe, technology based, 21st Century Learning environment.

Use of an iPad is a privilege and not a right. Inappropriate use could result in termination of this privilege. CBS reserves the right to review any material, on user accounts/iPads, and to determine if specific uses of the network resources are appropriate. Student use of the internet and email may be revoked, denied or suspended at the request of faculty/staff of CBS or the parent(s).

No applications/apps, MP3's, copyrighted material, etc. may be distributed over the school's network. Students should not download copyrighted materials or non-shareware programs, apps. or games. Any use of peer-to-peer sharing software (Airdrop, etc.) is strictly prohibited and will result in loss of privilege/disciplinary action.

iPads can be programmed or store information. They may be excluded from exams, tests and other occasions. Teachers have the right to restrict the use of iPads when their use is disruptive or distracting to others or if their use interrupts normal classroom operations.

Unless specified by a teacher, headphones, earbuds, and air pods are prohibited. iPads must be muted unless given permission from the teacher or administration.

Use of a built-in camera is prohibited unless given direct instruction from a teacher or the

administration. Inappropriate use of a built-in camera is prohibited.

Smart watches and other wrist devices that connect to the Internet are prohibited. If a student brings a cell phone to school, it should remain powered off until the student leaves campus.

Obscene language/inappropriate materials, such as screen savers, backdrops, pictures, video, and music are strictly prohibited. If a website (with such material) is accidentally stumbled upon, the student should immediately close the site and make a note of the date and time which the site was stumbled upon, then notify the teacher or administration.

Use of iPad as a means for cyberbullying will not be tolerated and will be dealt with in the same manner as bullying, resulting in disciplinary action by the school.

Data backups are the responsibility of each individual student. Each student is responsible for their own personal files.

The iPad must come to school charged.

Parents or guardians will be notified in writing of violations/offenses.

Disclaimer

Christian Brothers School and the Archdiocese of New Orleans make no warranties of any kind whether expressed or implied, for the service it is providing. The school and the Archdiocese will not be responsible for the following; loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via this service is at your own risk. Christian Brothers School and the Archdiocese of New Orleans specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Enforcement / Disciplinary Action

The school considers any violation of the acceptable use principles and guidelines to be a serious offense and violators are subject to disciplinary action. Disciplinary action may include, but is not limited to the following consequences:

1. Verbal Warning
2. Limited use of iPad or computer technology
3. Misconduct Notice
4. Detention
5. Behavior Referral to the Principal
6. Payment for resources used inappropriately or broken
7. Termination of privilege to use an iPad at CBS
8. Termination of accessibility to CBS computers and networks
9. Legal or federal disciplinary action

The principal or designee reserves the right to discipline accordingly, and the decision of the principal is final.