6.14 TECHNOLOGY AND ACCEPTABLE USES

Technology is an important enhancement to the rigorous academic curriculum taught at Marist. Our objective is to provide the most appropriate tools available to support higher-level learning and instruction in and out of the classroom.

All MCHS community members are expected to contribute to a stable and productive learning environment using good judgment at all times. All technology resources are to be used for educational purposes and with good manners. The rules and guidelines that govern the use of Marist Catholic High School's technology and network resources are outlined below.

For purposes of this policy, the term "technology" or "network" includes, but is not limited to: hardware (computers, cellphones, media players, printers, document and other cameras, projectors, interactive boards, network, iPads, and all related materials), software, and internet-based programs (Marist website, email system, and any other school-owned or school-based internet programs.)

Network etiquette and acceptable use guidelines

The school's code of conduct extends to the electronic world. Technology should not be used in any way that is contrary to our mission and philosophy. This includes but is not limited to:

- harassing or bullying
- stealing, borrowing, or plagiarizing the work of others
- accessing or storing inappropriate materials
- sending out "chain" or unsolicited communications and/or surveys that have not been approved by faculty or staff.)
- "multitasking" during class time (emailing, chatting, doing homework for other classes, etc.)
- using technology to take a photo, record through video or audio any student, or staff member, without their knowledge and consent
- expression of profanity and vulgarities
- sharing personal information about yourself or any student or school personnel to anyone via the Internet
- any use that endangers your safety or the safety of students or staff members
- any use that interferes with the ability of a teacher to teach and other students to learn, focus, and concentrate
- any use that would disrupt the use of the network by others

Fundamental digital etiquette and acceptable use policies

1. Marist technology is to be used for educational purposes first and foremost and should be handled with care and consideration. Using electronics and technology for personal purposes (Playing games, online chatting, watching unrelated videos, unrelated web browsing etc.) is not allowed during class or instruction time unless associated with a class and/or permission from a staff member is explicitly given.

2. Any storage on the Marist network or Marist owned device or service is for school-related files only. These resources should not be used to store or download personal music, videos, game files or photos.

3. Marist electronic resources may not be used to engage in any illegal activity at any time. (i.e. breaking copyright law, using unlicensed software or pirating audio or visual materials) Accessing "pirated" materials is not only a violation of this policy; it may also be a criminal act punishable by law.

4. Do not use electronic resources to plagiarize. While covered in the guidelines above, this bears repeating. Using the work of others without giving them the credit, even if they say it is okay, is plagiarizing. This includes asking others for their homework so that you can copy it or cutting and pasting from the web without a full citation.

5. Marist students are assigned unique email and credentials to protect their personal information. All users are to respect the need for this security and confidentiality.
> -Do not access or use other people's accounts, computers, iPads or folders, nor borrow computers or computer accessories without express permission from the owner
> -Passwords must not be shared with any other person. If a student suspects that his/her password has been discovered, that student must immediately report this concern to a faculty member
> -Students are responsible for all actions taken under a one's username and password
> -Students should always use their MCHS email address or username when utilizing online resources for digital storage or collaboration
> -Electronic communication between faculty, staff and students through email must utilize the Marist email system OR Schoology

6. Students should not attempt to bypass the technological blocks that have been placed on computers to filter content that the school has classified as objectionable. Teachers may request to unblock a website if the website is appropriate and relevant to school activities.

7. The MCHS community may only use Marist printers for school related materials and not in excess. **Think before you hit print!**

8. Students should back up their academic work often. Do not use technology as an excuse. If your computer/device fails, do your work on paper or in some other way. The use of Google Drive for back up is required.

9. Students are to take responsibility for checking their Marist email account and Schoology messages regularly (**At a minimum:** before first period, at lunch, and after the last class of the day) to stay updated on information that has been shared by the school, administrators, counselors, or teachers.

10. Electronic devices, personal or otherwise, should not be used to record, store, manipulate or transmit any type of image, sound, or video except for approved projects. Publishing photographs, videos, or audio recordings of school personnel on or off campus without the express written consent of the individual is strictly prohibited. In addition, publishing photographs, videos, or audio recordings of students on campus without consent of the individual is strictly prohibited.

Social Networking and Electronic Communication

The use of technology to connect and interact with others is amazing and powerful. It also comes with responsibilities. Remember that by its nature, social networking is public language. Remember too that our private communication can have public consequences. When using electronics and technology remember to communicate only in ways that are truthful and respectful of others, on and off campus.

*In other words: **THINK** before you post or send: ask yourself, is it........*
True
Helpful
Inspiring
Necessary
Kind

While Marist does not actively pursue or routinely view personal networking sites or devices, when objectionable or disrespectful material is brought to administration's attention, the school reserves the right to address the content and conduct if it creates a hostile or disrespectful environment. The school does encourage parents to routinely view and monitor their child's technology usage to ensure that information and content shared does not place any student at risk.

Marist reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer), may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name, logo, or mascot, remarks directed to or about administrators, teachers, staff, coaches, volunteers, or other students, offensive communication, and safety threats.

These rules apply to any use of Marist's network resources, whether this access occurs while on or off campus. Regardless of the specific wording of the Acceptable Use Policy, network users are always expected to use network resources in the spirit of cooperation and in accordance with school policies and our mission.

Persons who believe that they have been harassed or threatened by any of these methods of communications should immediately report the concern to the Dean of Students. Any student who accesses inappropriate material on the internet or who receives harassing, threatening or inappropriate materials via email or on the internet must immediately report the concern to the faculty member who is supervising the activity or to school administration so that the situation can be investigated and appropriately addressed.

"Non-Use" Times and Locations

The following times and areas are considered "Non-Use". The use or access of technology (**Marist or personal electronics**) in these places and times is **forbidden** unless express permission of the school administration is given in advance:

- *The Marist chapel, any Marist sponsored prayer service or celebration of mass.*
- *Retreats (both on-campus and off-campus).*
- *School assemblies and gatherings*
- *Locker rooms*
- *Bathrooms*
- *Drama department dressing rooms (including any campus space used as a dressing room for any activity)*

Personal Devices

All personal electronic devices (*cell phones, tablets, laptops, digital media storage devices, personal computers, media players, handheld video game devices, cameras, personal iPads, any "smart" devices incl. watches and wearables, or any other device that Marist staff deems a "personal electronic device"*) are to be **OFF and AWAY** during instructional times. Personal devices **ARE NOT** to be used or accessed in any way during instructional time or during school sponsored activities held during school hours. Marist staff members may confiscate any device they suspect is being used in an inappropriate manner, time, or place. Use of personal electronics should be limited to breaks, passing periods, and lunch periods. Exceptions to this policy may only come from Marist staff in the form of explicit verbal permission.

Access to the MCHS_Academic network WILL be restricted to Marist owned devices. It may also be restricted entirely or at certain additional times due to technology or bandwidth limitations. **The use of personal devices as a "hot spot" for owners and others to bypass the school network is prohibited while on the premises.**

Legal Issues and Marist's Right of Access

Marist owns and operates the equipment and software that comprise our network resources. Any illegal use of network resources is prohibited. All content created, sent, accessed or downloaded using any part of Marist's network resources is subject to the rules stated in this policy as well as within the student-parent handbook. Marist may monitor the network while you are using it, and you should never assume that anything you do on Marist's network resources is private. Additionally, the school reserves the right to search or confiscate students' personal electronic devices (cell phones, laptops, etc.) when they are brought on to the campus should the school determine there is a reasonable need to do so.

Disclaimer

Currently Marist utilizes an internet filtering system. Providing a filter generally can significantly reduce access to offensive and pornographic materials. Unfortunately, no filtering system is foolproof. While MCHS's intent is to make internet access available for educational goals and objectives, students may have the ability to access other materials. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. We expect students to obey the Acceptable Use Policy when using the internet and all network resources.

Instructional Directions

This policy serves as a foundation while at Marist. Students are expected to abide by any and all technology expectations and limitations given by an instructor. The following language and instructions are to serve as a general guideline and students are expected to follow them when issued by a staff member.

Eyes on me: Stop what you are doing and give full attention to the instructor.

Covers closed (No glow): Close the iPad cover and leave flat on desk, ready to follow the next set of instructions.

Power down: Hold the top power button until the slide to power off image shows then slide it to the the right. Your iPad is now off and your are ready to work without the iPad.

iPads Away: This means that the iPad is not to be seen at all. It should either be in your backpack or a centralized location in the classroom. This means that you will likely NOT be using the iPad at all during class and that there is no reason for it to be out or in use.

Violations

This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school technology resources may be denied, and appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

1st Offense – Verbal/Written Warning. Device will be held in the Dean of Student Affairs' Office and returned at the end of the school day.

2nd Offense- Referral and after school detention. The device will be confiscated and turned in to the Dean of Student Affairs until the start of the next school day. Parent/ guardian is notified.

3rd Offense – Required parent/guardian conference. The student may lose the use of the iPad and/or use of any electronic devices (personal or school-issued) on campus for a period of time determined by MCHS. Teachers will be notified when a student is subject to loss of use of an iPad and faculty are not required to grant academic credit for incomplete assignments. Other disciplinary measures may follow in accordance with the behavioral guidelines set forth in the Student Handbook or in accordance with the MCHS Acceptable Use Policy.