

## TECHNOLOGY RESPONSIBLE USE

Student laptops are the property of Bethlehem Academy. Students are responsible to take good care of their laptop. Students must use their laptops responsibly in a manner consistent with our mission as a Christian, Catholic school. The use of a laptop and Bethlehem Academy's network & technology resources is a privilege. The primary purpose of laptop usage is to support student academic endeavors.

### **Study Hall & Class Computer Expectations**

- Computers are to be used for classwork.
- When homework is complete, students will follow teacher expectations. When allowed, students may browse the internet or other activity, within the limits of the responsible acceptable use policies.
- Any activity on the computer must be within the limits of the responsible, acceptable use policies.
- Headphones may be used only with teacher approval and in conjunction with doing a homework assignment.
- Teachers may take a student's computer away for the remainder of the class period due to inappropriate usage.

**Consequences for inappropriate usage** may include any of the following:

- Parent/Guardian contact
- Detention
- Loss of laptop privileges for a specified period of time
- Loss of privilege to take laptop home
- Suspension from school
- Loss of laptop privileges for a period of time.

Misuse of computer technology may be a violation of rules listed below and any other activity that is contrary to the mission of the school. Student computer activity is monitored by the faculty in the classroom and remotely by the computer network administrators. Network administrators may monitor a student's laptop at any time, *including when off-campus*.

Parents of middle school scholars will note that the school may turn the laptop off automatically and turn it on in the morning. Specific times may vary from year to year and parents have input. Parents may request the usage profile be changed.

High school scholars have no time restrictions configured on their laptops; however, parents may request time limits be configured on the student's laptop. It is highly recommended that laptops and all devices be shut off and left in a family area to charge at night so that scholars receive enough sleep.

By parental request, laptops can also be configured to block specific websites (for example, Facebook). The school network does filter for content; however, with an ever-changing internet, some inappropriate content may not be caught by the filters until the filters have been updated. Non-school networks, including home networks, may not have content filtering installed.

Please note the following items regarding the use of laptops, email, the internet, and other technology tools:

1. The use of computer technology is to serve educational purposes.
2. Transmission of any material in violation of any U.S. or state regulation is prohibited. *This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by a trade secret. Students are to comply with copyright laws when using copyrighted material in student projects or when printing such copyrighted material.*
3. Bethlehem Academy utilizes services from Microsoft (Office 365) and Google (Google Apps). These services include email, office suites (word processing, spreadsheets, presentations), file sharing, and other collaboration tools. Student email and data stored with these services are the property of Bethlehem Academy and may be monitored at any time by Bethlehem Academy, as well as by officials at Microsoft or Google.
4. Internet content is monitored for obscene or objectionable material. If a student should come across obscene or objectionable material that slipped past our content filtering, the student is expected to leave that website or webpage. The student should report the site to the school's technology staff.
5. Students are to keep their password and account information private. Students should not share this information with others.
6. Students will respect the accounts of others. Students will not attempt to gain access or modify the passwords and data of other users.
7. Students are not to attempt to access and modify system software & settings, application software, or network resources. Students will not modify the system and its software.
8. Students will not try to gain access or modify the computer hardware or network equipment.
9. Students will not use online shopping services.
10. Students are to keep food and beverages away from their laptop.
11. Students are to carry their laptops in a backpack with a laptop compartment. Students may also utilize a laptop sleeve or place their laptop in a protective shell case.
12. Students are to keep their laptops secure when not in use - locked in a locker, teacher's classroom, at home, etc. Leaving the laptop in a car or school bus is discouraged.
13. Students are not to expose laptops to weather elements.
14. Students are to avoid accessing, sending, sharing, forwarding, or posting files and content that contain defamatory, obscene, pornographic, harassing, bullying, threatening, or illegal materials or are otherwise contrary to our school mission and Catholic, Christian values.
15. Students should avoid sending emails and posting content on websites that may reveal their identity or location to strangers.
16. Students are to avoid sending emails or posting pictures and other content that may damage their character and the character of others.
17. Students need to understand that whatever is sent in an email or post on a website is never truly private and is recorded/cached on internet servers throughout the world for many years to come.
18. Students are to avoid letting others use their laptop.
19. Students are to keep their laptops clean – avoid touching the display, keep a protective cloth between keys and display when not in use; students should not use stickers anywhere on the laptop.
20. Students are not to plagiarize or copy digital content to turn in as their own work. Students are to give appropriate credit and citations for work that is not their own.
21. Students are not to copy or share copyrighted digital content (music, movies, pictures and other work) illegally.

22. Students are responsible for lost, theft, accidental damage, or other damage not covered by warranty to their laptops or accessories. Students will be charged for any repair or replacement not covered by warranty or insurance. The insurance deductible is **\$500**.
23. At the end of the school year, students will be charged the **REPLACEMENT COST** for any item(s) not returned. Additionally, students may be subject to a \$25 late equipment return fee. *Students not returning to Bethlehem Academy that fail to return their laptop and accessories will be considered to be in possession of stolen property.*
24. Students are to use their laptops in school in support of class activities. If a student is not using a laptop appropriately, the teacher may ask the student to put the laptop away or take the laptop away from the student for the remainder of the class period.
25. Students are responsible for all schoolwork, even when the laptop is unavailable.