



**Bishop Luers High School
Ethical and Responsible
Use of Technology Policy
and
Student Laptop
Agreement**

**2020-2021
School Year**

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Executive Summary

Bishop Luers High School is a co-educational Catholic college and life preparatory school. Our decisions in the implementation of technology are founded in our Faith and our mission to ready students for the global world.

Technology resources are designed to further and enhance our students' learning experiences. In addition, technology resources are offered, allowed, provided, installed and/or delivered to enhance the effectiveness of our Catholic school parents, employees, volunteers, and other role models.

The Ethical and Responsible Use of Technology Policy for Bishop Luers is written with input from the Office of Catholic Schools in the Diocese of Fort Wayne-South Bend, students, parents, staff, and members of the Bishop Luers Technology Committee.

The intent of this document is to provide expectations and procedures for students while using technology and related services. The scope of expectations includes matters pertaining to ethical digital citizenship, academic honesty, privacy, warranties, theft, legal and licensed access to software, media or services, vandalism, and consequences for misuse of technology. Finally, the document includes the agreement forms that students and parents are asked to sign, which signifies their acceptance of stated expectations.

Consequences, in accordance with the student handbooks, may apply to any student or staff member (paid or unpaid), whether on or off campus utilizing school- owned/issued or personal devices. Bishop Luers prohibits students from engaging in and/or supporting any activity that would be considered inappropriate, threatening, derogatory, defaming, harmful, or otherwise inconsistent with Catholic values.

Students are to honor the following expectations while using technology resources (hardware, services, software, and online resources):

- Students who possess a cellular phone and choose to bring it to school will keep it in his/her own locker during the school day; it is to be shut off and stored.
- Use digital devices, networks, services, software, or other resources for educational purposes and activities.
- Keep one's own personal information, and that of others (including phone numbers, email addresses, home addresses, passwords, and similar types of personal data), private.
- At all times, show respect for oneself, peers, fellow community members, the school, the Diocese, the Church, and the values of the Catholic faith.
- Always provide credit through proper citations to others for their creative ideas and works. Report to appropriate school staff the inappropriate use, theft, or vandalism of any technology equipment or resources immediately.

In total, this document highlights Bishop Luers' commitment to the ethical and responsible use of technology as we educate and nurture our students to live as servant-leaders.

Introduction

The use of any technology device, service, or software at Bishop Luers High School is to be used in a manner consistent with the Mission, Vision, and Beliefs of the school. This includes the ethical use of such items in the education and service to the students of Bishop Luers.

You are the Light of the World... your Light must shine before others, that they may see your good deed and glorify your heavenly Father

Matthew 5:14

Bishop Luers High School Mission Statement

Bishop Luers High School is a Catholic educational community that instills in each student dignity, integrity, respect, and responsibility. Nurtured by Catholic truths, each student is able to face the challenges in his or her own life spiritually, academically, and socially, while serving God and others in a global and changing society.

Bishop Luers High School Vision Statement

Bishop Luers High School will vibrantly show the face of Christ in the actions and ministry of all students, families, teachers, and staff. Bishop Luers High School will ensure that Catholic secondary education is available, accessible, and affordable for all who wish to attend.

Bishop Luers High School Belief Statement

- **We believe Bishop Luers High School is a Catholic high school built on a strong foundation of Gospel values empowering all to live faith-filled lives.**
- **We believe in academic excellence where both students and teachers are actively engaged in the learning process.**
- **We believe that every student has an opportunity to achieve his or her God-given potential.**
- **We believe in a safe school environment nurtured by mutual respect and personal responsibility.**
- **We believe cultural, economic, and racial diversity enriches our school.**

The 8 Principles of Ethically Responsible Technology Use

The 8 Principles of Technology Use provide statements defining “technology” when referenced in this document. In addition, these principles should be used as a reference guide when making decisions on the use or implementation of technology.

1. Technology, like other resources, must be stewarded in a way consistent with our faith and mission.
2. Technology is a tool for learning. It is used as an instrument of engagement to enhance the effectiveness of what we do in all capacities of the school.
3. Implementation of technology is and must always be purposeful.
4. Expectations and consequences for use and misuse of technology exist, this applies universally to all associated with the school.
5. Use of technology is not only about you, the user, but also about how what you do with technology affects others – ethical and responsible use is critical.
6. Technology is to never be used to harm, steal, cause distress, or bear false witness.
7. Technology and digital resources have a cost associated with their use. Always pay for what is used or gain permission.
8. Digital intellectual property is real. Always protect and acknowledge another person’s creative works through proper citation techniques.

The Network

Bishop Luers’ computer network is established for the educational and professional use of Bishop Luers’ students, staff, and volunteers (“Users”). This Ethical and Responsible Use of Technology Policy (the “Policy”) is intended to govern Users with respect to the use of Luers Network and the Internet. Bishop Luers regulates access to and the use of the Luers Network and the Internet by principles consistent with the educational mission of Bishop Luers, as well as the rules and expectations published in the Student and Staff Handbooks. Violations of this Policy are subject to the consequences outlined in the handbooks and could possibly include Luers Network and internet privileges being revoked or suspended. Bishop Luers may also report offenses to appropriate law enforcement agencies.

Bishop Luers High School provides access to the global internet. Bishop Luers has taken available precautions to restrict access to controversial materials on the Internet. However, on a global network, it is impossible to control all materials. Bishop Luers believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may find material that is not consistent with our educational goals, Mission Statement, or Beliefs.

The smooth operation of the Luers Network relies upon the proper conduct of all users. The signature on the Ethical and Responsible Use of Technology Policy Acknowledgement form and Computer Agreement form indicates that the parties who have signed have fully read the terms and conditions of this Policy carefully and understand their significance.

Privileges

Bishop Luers uses applications that are educationally beneficial to our students. The use of the Luers Network is a privilege, not a right. The use of an account must be consistent with the educational objectives of Bishop Luers. The Technology Committee will bring any concerns to Bishop Luers administration. The use of any technology resource must comply with the rules appropriate for that resource.

Transmission of any material in violation of any U.S. or state regulation is prohibited.

Expectation of Privacy

Bishop Luers routinely monitors usage of the internet and may review any communications on its systems. Bishop Luers is able to override all passwords. Students do not have a privacy right in the contents of their computer system, including messages sent, received, or stored in email or in the use of the Internet. Passwords to these systems exist for the benefit of Bishop Luers. Staff and students should have no expectation that the ability to choose a password for a Bishop Luers provided service in any way limits the ability or right of Bishop Luers to monitor all activity. Should a personal mobile device be connected to Microsoft Office 365 services or other Luers-provided services, the user understands that the device may be able to be remotely wiped of all school- related data by the Technology Committee, in consultation with school administrators. This measure would be considered if the device is lost, stolen, or the user refuses to comply with reasonable requests should there be a notified change in the status of access.

Security

Security is a high priority. No user may have access to another's personal files on the Luers Network. The following guidelines will help maintain Luers Network security:

1. If you feel you have identified a security risk or that you do not have proper access to resources on the network, you must notify the Technology Help Desk to begin corrective actions.
2. Do not allow anyone else to use your account, and do not use another individual's account.
3. Inappropriate attempts to access a resource as an administrator or the use

of an account that is not assigned to you will result in immediate cancellation of user privileges and/or disciplinary measures in accordance with the student or staff handbook.

4. Any user identified as a security risk or having a history of causing mischief on other computer systems may be denied access to the Luers Network.

Inappropriate Access

Not all the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

In addition to providing information, the Internet can provide the means to communicate directly with others via “instant or private messaging” programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all these methodologies are appropriate for an educational environment as outlined in this document.

Downloading or loading of software onto Bishop Luers’ computers is prohibited except by the Technology leaders or specified designee. An enormous quantity and variety of free software are available on the internet. However, widespread downloading of such software on Bishop Luers’ computers can have a negative and cumulative effect and can result in the substantial degradation of performance, additional maintenance time, and increased threat of virus infestation. If your role requires regular software installation onto Bishop Luers owned computers or tablets, contact the Head of Technology to create documentation outlining these needs and the exception for you, while operating in your specified role.

Students may not use school computers to access any internet resource that contains information that is inappropriate for educational purposes. In addition, students may not access, upload, download, transmit, display, or distribute anything falling into the following examples of inappropriate information/content:

1. Offensive material – content that is in poor taste or could be considered obscene, abusive, or sexually explicit, racist, illegal, or harassing.
2. Distribute dangerous material – content that provides direction in the construction of explosives, similar devices or practices that could injure yourself or others.
3. Inappropriate contacts – materials that can lead to contact with others who could potentially threaten the health and safety of the school, students, or staff.

If uncertainty exists as to whether a site’s material might be considered

inappropriate, the User should consult a member of the administration for clarification.

Users of Luers Network should never attempt to defeat, disable, or otherwise circumvent security software, content filtering, or any other similar solutions.

Bishop Luers-owned computers are managed to allow students to use the systems only for educational purposes. Under no circumstances are students to attempt to modify the existing hardware configuration of a Bishop Luers computer, either by opening the computer and changing BIOS and/or other hardware settings. Students are responsible for reporting any damage discovered on school computers to their teacher immediately. Staff should report such damage to the Technology Department.

Microsoft Office365 Acceptable Use

Microsoft Office365 is primarily for educational use. Staff and students may use Office365 for personal communication and work subject to the restrictions below and additional school rules and policies that may apply.

Privacy

The Technology leaders have access to email accounts for security purposes. Users should have no expectation of privacy on the Microsoft Office365 system.

Limited personal use – Staff and students may use Microsoft Office365 for tools for personal projects but may not use them for:

1. Unlawful activities
2. Inappropriate sexual or other offensive content
3. Threatening another person or
4. Misrepresentation of the staff or students of Bishop Luers High School

Safety

Students will tell their teacher or another school employee about any message they receive that is inappropriate or makes them feel uncomfortable. Staff members should report such activity to the administration.

Staff and Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions are passwords to be given to another person.

Access Restriction - Fair Process

Access to Microsoft Office365 is considered a privilege accorded at the discretion of Bishop Luers. Bishop Luers maintains the right to immediately withdraw access and

use of Microsoft Office365 when there is a reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Dean of Students or appropriate school administrator for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Microsoft, Bishop Luers reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user account may be terminated.

Personal Code of Honor and Ethical Use

Contact

Each student and staff member are responsible for all activity that occurs under his/her Bishop Luers user account. Students are advised to limit the amount of information provided on the internet that would fall under the category of "sensitive or private and personal" information.

In classrooms and student activities, students will not routinely be asked to give out personal identification information (e.g. street address, password, social security number) about themselves or especially that of other people. If requested to provide personal contact information on a website or using software, seek assistance from a teacher to verify the requirement.

Faculty, staff, extra-curricular clubs/groups, sports teams, or other organizations and individuals associated with Bishop Luers, in any capacity, are to communicate with students only via approved communication platforms. These approved platforms include telephone calls from a Bishop Luers-owned number or software such as Eventlink, Power School (gradebook), Canvas (learning management system), and the Bishop Luers' email system.

Bullying - Improper Use and Content

Users may not use the Luers Network for purposes of harassment, intimidation or bullying of others, either within the Bishop Luers community or in the broader Internet. Foul, abusive, discriminatory, or demeaning language, attempts to "fill" electronic mailboxes, the posting of obscene images or texts, egregious "flames" and other such acts shall be a violation of this Policy.

Bullying is the use of a written, verbal, or electronic expression, physical act or gesture, or any combination thereof, directed at another that:

(1) causes physical or emotional harm to another or damages property

(2) places the person in reasonable fear of physical injury or of damage to property

(3) creates a hostile environment at school

(4) infringes on the rights of the person at school or

(5) materially and substantially disrupts the education process or the orderly operation of a school. A hostile environment is a situation in which bullying causes Bishop Luers environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the learning process.

Cyber-bullying involves an act of bullying involves using technology or any electronic communication, including but not limited to electronic mail, internet communications, texting, instant messages, or other messaging platforms.

Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person. This includes the knowing impersonation of another person as the author of posted content or messages – especially if the creation or impersonation creates any of the conditions described in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium, including social media platforms, that may be accessed by one or more persons, if the distribution or posting creates any of the conditions described in the definition of bullying.

Bishop Luers will, in its sole discretion, determine whether such conduct violates this Policy and any other policies of Bishop Luers. Users must remember that material distributed through the internet is public. On the internet, there is no central authority, so each site is responsible for its own users. Complaints received from other sites regarding any of our users will be fully investigated, and disciplinary action may be taken as a result.

Social Media/Networking Sites

While Bishop Luers respects the right of staff, students and families to use social media, networking sites, and personal websites /blogs, it is important that any such personal use of these sites does not damage the Diocese or Bishop Luers' reputation, its employees, students, future students, or their families. All users should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without someone's knowledge or consent. To a further degree, staff should create separate social media pages or profiles for personal and professional use.

The creation and use of school-related accounts or avatars associated with or

portraying Bishop Luers, the Catholic faith, the Diocese of Fort Wayne-South Bend, students, staff, volunteers, clubs, organizations, or associated groups and committees must be approved by the Administration or designee at Bishop Luers. Violations of these measures are subject to Staff and Student Handbook conduct violation guidelines. All such creations must follow the published style guide for the school.

Bishop Luers strongly encourages all staff, students, and families to carefully review the privacy settings of any social media and networking sites they use such as: Facebook, Twitter, Snapchat, Flickr, LinkedIn, etc., and exercise care and good judgment when posting content and information on such sites. Understand that anything posted on the internet is never truly "private." When using a social media site, a staff member should use extreme prejudice in including future or current students on a personal account as "friends," "followers" or any other similar terminology used by various sites. If a staff member has a personal community that extends to other persons who are parents, alums, or other members of Bishop Luers High School community, she/he must exercise good judgment about any content that is shared on the site.

Staff, students, and families should adhere to the following guidelines, which are consistent with Bishop Luers High School's community standards on harassment, student relationships, conduct, professional communication, and confidentiality:

1. Users should not make statements that would violate any of Bishop Luers High School's mission, vision, or core values- including its policies concerning discrimination or harassment.
2. Users must uphold Bishop Luers High School's value of respect for the individual and avoid making defamatory or disparaging statements about the Diocese, Bishop Luers High School, employees, students, or their families.
3. Users may not disclose any confidential information concerning Bishop Luers, or others' information obtained during his/her employment, about any individuals or organizations, including students and/or their families.
4. When possible, discussions between moderators and followers of social media pages should be conducted in a "public" forum instead of private messages.

Bishop Luers promotes a safe, ethical, Christian, and supportive learning environment. If Bishop Luers believes that student or staff activity in a digital environment, social networking site, blog, or personal website may violate Bishop Luers' policies or otherwise may have a detrimental impact on the learning environment or reputation of the school, Bishop Luers may request that the employee or student cease such activity. Depending on the severity of the incident, the employee or student may be subject to disciplinary action.

Bishop Luers reserves the right to impose discipline, up to dismissal or termination, for any behavior on or off campus that Bishop Luers determines may impair or negatively impact the reputation and well-being of Bishop Luers or the Diocese in accordance with the current Student or Staff Handbook or expectations as outlined in employee contracts and/or role descriptions.

Plagiarism and Vandalism

Information obtained from the Internet as part of a research project must be attributed to its source, using a standard bibliography notation and in-text citations. Students and staff may not violate a copyrighted source, or otherwise, use another person's intellectual property without his or her prior approval or proper citation.

Students and staff must acknowledge and guard the intellectual property rights of others. Students and staff must treat information found electronically in the same way as information found in printed sources. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Copying and pasting from an internet source without properly citing it counts as plagiarism. Rules against plagiarism will be enforced per the Bishop Luers Student Handbook.

It is the responsibility of each user to comply with the terms and condition for the acquisition and use of software found on the Internet. Bishop Luers will not allow the copying or storing of illegally acquired software or media.

In this document, vandalism refers to deliberate attempts to damage the hardware, software, or information residing on Luers Network or any other computer system attached through the internet. Attempts to violate the integrity of private accounts, files or programs, the deliberate infecting of a computer with a "virus", attempts at "hacking" computers using any method, or other such actions shall be a violation of this Policy.

Chain Letters and Other "Spreading" Schemes

Whether in e-mail or in newsgroups, chain letters, pyramid schemes, forwarding or replying to "contests" or "fast cash" schemes, mass cross-postings, and uninvited mass mailings are forbidden when using Bishop Luers-provided communication tools, communicating to users of Bishop Luers' community or on the Luers Network.

"Netiquette"

Users must abide by accepted rules of network etiquette, including, but not limited to, the following:

1. Do not reveal personal information – your address or telephone number or those of students or colleagues.

2. Be polite. Do not be abusive in your messages to others. Use appropriate language and do not use vulgarities or any other inappropriate language.
3. Do not use the Luers Network in such a way that would disrupt its use by others.

Preservation of Resources

All resources are limited; computer resources are not an exception. Each user is permitted reasonable space to store e-mail and files, as mandated by system file quotas. Bishop Luers reserves the right, with notification, to require the purging of files or storing files on other media to regain network-wide storage space.

Borrowed Equipment

Bishop Luers provides computers, digital still cameras, digital video cameras, and other technology equipment for use. Users are responsible for all equipment and accessories used and must sign out equipment with an authorized staff member prior to use. Users are expected to employ the equipment in accordance with this Policy. If the equipment becomes damaged, lost, or stolen the user should report the incident immediately to the appropriate school staff member.

Borrowed or personal equipment must never be left unattended and must be secured in a locked environment when being stored. An unlocked gym locker is an example of a place not to store equipment.

Loaner Equipment

In the event that primary computer equipment becomes non-functional, loaner equipment may be available in some cases. Staff can check with the Technology Help Desk for availability. Students may have the option to gain access to a loaner device should their primary device need repair or is not operating properly. Students must resolve the situation outside of class time to the best of his/her ability to maximize learning and time in the classroom. Scheduled times will be posted for the Technology Help Desk.

Computer Readiness

Students are expected to arrive at school daily with the fully charged required computing device. This is as important as bringing other school supplies and being dressed appropriately for the day. A required computing device with a battery too low to be productive in class will be grounds for the student to be subject to disciplinary actions. If the computer is malfunctioning, the student must inform the teacher as soon as possible. Students will possibly have access to loaner equipment or be excused at the teacher's discretion to seek assistance from the Technology Help Desk.

All attempts must be made to deal with and remedy computer readiness issues before, after, or during designated times of the school day.

Summary

This is a list of the more common things that students and staff are specifically NOT permitted to do.

1. Download material that is not legally obtained and used in accordance with governing laws.
2. Install any software onto Bishop Luers' computers without the consent of the Head of Technology or the Technology Department.
3. Disable or attempt to defeat any running tasks or services on Bishop Luers- managed devices.
4. Transfer and/or store music files from any personal devices to Bishop Luers High School's systems.
5. Play games, unless directed to by an educator for educational purposes, at any time on Bishop Luers High School's computers, including internet-based games. Any permitted game must not contain reasonably questionable content or content that goes against the teachings of the Catholic Church.
6. Watch any videos without the express consent of the teacher. If videos are to be viewed on students' educational devices, these videos or video clips must be for educational purposes. Any video must not contain reasonably questionable content or content that goes against the teachings of the Catholic Church.
7. Use proxies or other means to bypass the content filtering systems in place and/or attempt to defeat any settings that prevent the access of material deemed and flagged as inappropriate.
8. Use remote accessing software or hardware to take control of any network attached device or computer.
9. Remove license decals or inventory control tags attached to items.
10. Attempt to disrupt Luers' network to perform any legal, illegal, or inappropriate action such as gaining unauthorized access to a system.
11. Use another person's user account and/or credentials.
12. Attempt to circumvent or gain security privileges beyond what has been provided by the Technology Committee.

Consequences

Use of school computers and the internet is a privilege. Failure to abide by the terms of this policy will result in disciplinary actions.

Willful damage of computer hardware, computer software (including the deletion of programs and/or files), and/or computer networks may result in the staff or student being held responsible for the current repair or replacement

cost of the damaged software and/or equipment, including all soft costs (technology programming & support). Any staff or student violating the terms of this document will receive appropriate disciplinary action carried out by the proper school administrator, in accordance with the Staff and Student Handbooks.

Technology leaders or his/her designee may close an account at any time as needed. The faculty, staff, or administration of Bishop Luers High School may make a request to the Technology leaders or his/her designee to deny, revoke or suspend specific student user accounts based upon violations of this policy.

Waiver of Warranties; Limitation of Liability

Bishop Luers makes no warranties of any kind, whether expressed or implied, concerning services provided. Bishop Luers shall not be held responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions, or errors and omissions. Bishop Luers denies any responsibility for the accuracy or quality of information obtained through services provided. All terms and conditions as stated in this Policy are applicable to the use of technology resources and Internet use.

Entirety of Agreement

The terms and conditions described in this Policy, and all other policies of Bishop Luers High School incorporated herein, reflect the entire agreement of the parties with respect to the subject matter stated herein. This Policy supersedes all prior oral or written agreements and understandings of the parties. This Policy shall be governed by and interpreted in accordance with the laws of the State of Indiana and the United States of America.

BLHS Computer/Internet Handbook Policies

BLOGGING / SOCIAL NETWORKING INTERNET USE OFF CAMPUS

What is posted on a student blog/webpage or on-line video, inside or outside of school, may result in disruption to normal school operations and/or detrimentally impact a fellow student or staff member, the school and the school's reputation. The school administration reserves the right to discipline students and/or staff and pursue legal or civil avenues for on-campus or off-campus internet use that disrupts the learning environment or is contrary to the principles and teachings of the Catholic Church. The school does not intend to police websites, blogs, text messages/e-mails, videos or

pictures on electronic devices or social networking sites outside of school. However, if sites are brought to our attention by students, parents, or other individuals we reserve the right to address the behavior with diocesan and school policies as well as civil and/or criminal law. A list of prohibited internet behaviors includes, but is not limited to: threats, conspiring to commit violence, intimidation, humiliation, bullying, harassment, impersonation, "sexting," mocking, endangering the safety of others, unauthorized use of names, logos, images, videos, and knowingly posting false information.

Students may not post videos or pictures taken at Bishop Luers High School or any school function to any website, social media site, or blog without prior permission from administration. Postings to such sites need not be recent to be considered inappropriate or warrant action from the school.

Consequences:

1. The faculty, staff, or parents/guardians may request the administrator or designee to deny, revoke, or suspend a specific student user's access to the Internet and related technologies due to unacceptable use. Additional disciplinary action may be taken at the school in accordance with existing disciplinary practice as stated in the school handbook and/or Diocesan policy. When applicable, law enforcement agencies may be involved.
2. Students who are in violation of computer and/or internet policies will lose the privilege of using the computers for a determined amount of time unless otherwise stated above.
3. Any student who causes damage to the external or internal workings of the computer (if not covered by insurance) will be liable for expenses to repair or replace the computer. In addition, the student may be suspended or expelled depending on the severity of the damage.
4. Inappropriate use of the Internet as described in the Diocesan and school policies will result in options listed within the Disciplinary System. This could lead to detention, suspension, expulsion, or legal referral depending on the offense.

COMPUTER/NETWORK USAGE

The following rules have been established to protect the computer equipment.

1. Students using computers in the library, computer labs, Mass Media and journalism room must always be supervised by a Bishop Luers staff member.
2. Students may only use the computer in class as designated by the teacher.
3. Students are not permitted to play games or watch on-line video content/clips on the computer.
4. Students must respect passwords, codes, etc., which have been entered to protect and secure the computers. Students who make attempts or are successful in bypassing

these devices may lose all privileges of using computers for the remainder of their stay at Bishop Luers High School.

Diocesan Internet Acceptable Use Policy

DIOCESAN INTERNET ACCEPTABLE USE POLICY (For complete policy and any applicable updates refer to P4620)

Acceptable Use

The Diocese of Fort Wayne-South Bend may supply computers, internet access, and other electronic communication devices to its employees, volunteers, or students in order for them to complete the responsibilities assigned by their positions. The diocese believes these resources are an important educational and evangelizing tool to further the mission of the Church. Therefore, use of these resources must always be consistent with the mission of the Catholic Church. Employees, volunteers, and students must take care to use these tools for their intended purposes. The diocese may monitor user accounts, internet activity, email communications, or any other related use of computers and its networks at any time, with or without notice to users.

Computer Use

In using a computer supplied by the Diocese of Fort Wayne-South Bend or one of its entities, all employees, volunteers, and students must:

- 1) Respect the privacy of other users.
- 2) Respect and honor copyright and license agreements.
- 3) Safeguard their user identification and private passwords.
- 4) Protect information from unauthorized use or disclosure.
- 5) Never use the computer for illegal purposes or in any way that violates any international, federal, state, or local laws.
- 6) Never use the computer to harass, threaten, or transmit inappropriate material.
- 7) Never use diocesan computers for personal purchases.
- 8) Never send, trade, or store personal photos, videos, music, or other items on the network as this greatly impedes system back-up.
- 9) Use computers and the networks to which they are linked conscientiously so as not to drain or monopolize the system such that the work of others is impeded. If

a person is unsure about the impact of his use, he should contact the Diocesan Business Office.

10) Never delete any computer files or download diocesan information without appropriate authorization when separating from employment or volunteer service with the diocese.

11) Run frequent scans of computers for viruses and other malware. Any problems should be reported to the Diocesan/School Business Office. The use of USB Devices and Portable Storage Media has become more widespread. These devices present a security risk because they might carry viruses or expose sensitive data if they are lost or stolen. All USB devices and portable storage media including cell phones, IPODs, memory sticks, and CDs may not be connected to any diocesan laptop, desktop, or any other computer without the express written approval of the employee's supervisor.

12) Not use programs obtained from bulletin board.

Websites/internet access

In accessing and using the internet, all employees, volunteers, and students must adhere to the above-mentioned items. Also, they must:

- 1) Never access, post, or send immoral, obscene, illegal, threatening, abusive, defamatory, or profane material or pornography of any kind.
- 2) Never attempt to block, bypass, or remove filtering software.
- 3) Never use the internet for personal purchases.
- 4) Use great care when downloading files from the internet to the diocesan system. Files must be scanned for viruses. Compressed files should be scanned before and after decompression.

Electronic communication

In using electronic devices to communicate, including but not limited to email messages, text messages, tweets, websites, blogs, and social networking sites, employees, volunteers, and students will:

- 1) Always use respectful language.
- 2) Maintain appropriate relational boundaries in all forms of communication.
- 3) Never access, post, or send immoral, obscene, illegal, threatening, abusive, defamatory, or profane material or pornography of any kind to any person.
- 4) Never send anonymous messages.

5) Treat all communication as if it were public. Communication via these forms of technology does not always remain private. It is like sending a postcard. Many people can and will read it. Some might even change it. Always use language and communicate as if you were face to face with the person.

The use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives, purposes, and mission of Catholic schools. Use of other organization's networks or computing resources must comply with the rules appropriate for these networks.

Individual users of the computer networks are responsible for their behavior and communications over those networks. It is imperative that users comply with the school's standards and honor the agreements they have signed.

Network storage areas may be treated like school lockers. School administrators may review files and communications to maintain system integrity and ensure that students are using the system responsibly and consistently with the acceptable uses outlined herein. Users should expect that files stored on school servers will not be private. Defined network etiquette is followed.

Unacceptable Use

The use of the Internet connection in the school is a privilege not a right, and inappropriate use will result in a cancellation of those privileges. The Catholic school administrators will deem what is appropriate and inappropriate, and their decision is final. The following are not permitted:

- A. Accessing, uploading, downloading, or distributing immoral, pornographic, obscene, or sexually explicit materials.
- B. Sending or displaying unchristian, immoral, offensive, violent, pornographic, obscene, or sexually explicit messages or pictures.
- C. Using violent, abusive, obscene, or sexually explicit language.
- D. Harassing, insulting, or attacking others.
- E. Damaging computers, computer systems or computer networks or attempting to harm or destroy data of another.
- F. Violating copyright laws.
- G. Unauthorized use of another's password.
- H. Trespassing on others' folders, work, or files.
- I. Intentionally wasting resources.
- J. Employing the network for commercial purposes.
- K. Transmission of any material in violation of any federal, state, or local law,

regulation, rule, or ordinance.

Additionally, malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damages the software components of a computer or computing system is prohibited.

GAINING COMPUTER/INTERNET PRIVILEGES

In order to use the computers and Internet service provided by Bishop Luers High School, a student must:

1. Have a signed Permission Form and an Acceptable Use Policy on file in the school office (must be signed by both student and parent/guardian.)
2. Be directly supervised by a Bishop Luers staff member at school when picking up the device and
3. The initial setup on the device must be completed at Bishop Luers High School with a supervising staff member.

PARENT/GUARDIAN RESPONSIBILITIES

During the school year, teachers will guide students in accessing appropriate materials. Outside of school, families must bear responsibility for such guidance, as they also must with information sources such as television, telephones, movies, radio, and other potentially offensive media.

It is the family's right to decide whether to apply for the student's independent access to an Internet account. The school administration and teachers believe that the benefits to students from access in the form of information resources and opportunities for collaboration exceed the disadvantages.

Parents/guardians accept responsibility for guidance of Internet use, setting and conveying standards for the child to follow when selecting, sharing, or exploring information and media. Parents/guardians will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not specifically and previously approved and included as part of the school's budget.

Parents/guardians are required to sign a Permission Form and an Acceptable Use Policy with their child. Students may not access networked computer services such as the Internet without this express permission. Individuals and families may be held liable for violations.

Bishop Luers High School does not permit students to use computers for e-mailing purposes on any account other than the student's assigned Bishop Luers High School email. Students are able to access this service at home or at one of the

local libraries. Teachers may use e-mail as a part of the classroom experience when it directly connects to the curriculum, i.e. Foreign Language classes, etc.



**BISHOP LUERS HIGH SCHOOL
333 E. PAULDING ROAD
FORT WAYNE, INDIANA 46816**

Student/Parent/Guardian ERUTP Acceptance & Computer Agreement

Use of Technology Agreement and Release of Liability Form

Bishop Luers High School authorizes students to use technology owned or otherwise provided by the school as necessary for instructional purposes. The use of Luers technology is a privilege permitted at the school's discretion and is subject to the conditions and restrictions set forth in applicable Diocesan and School policies, administrative regulations, and this Acceptable Use Agreement. The school reserves the right to suspend access at any time, without notice, for any reason.

Bishop Luers expects all students to use technology responsibly to avoid potential problems and liability. Bishop Luers may place reasonable restrictions on the sites, material, and/or information that students may access through the system.

Each student who is authorized to use school technology and his/her parent/guardian shall sign this Acceptable Use Agreement as an indication that they have read and understand the agreement.

Definitions

Bishop Luers technology includes, but is not limited to, computers, the Luers' Network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, wireless access points (routers), tablet computers, smartphones and smart devices, telephones, cellular telephones, personal digital assistants, pagers, MP3 players, wearable technology, any wireless communication device including emergency radios, and/or future technological innovations, whether accessed on or off site or through Luers-owned or personally owned equipment or devices.

Student Obligations and Responsibilities

Students are expected to use Bishop Luers technology safely, responsibly, and for educational purposes only. The student in whose name Bishop Luers technology is issued is responsible for its proper use at all times. Students shall not share their

assigned online services account information, passwords, or other information used for identification and authorization purposes, and shall use the system only under the account to which they have been assigned.

Students are prohibited from using Bishop Luers technology for improper purposes, including, but not limited to, use of Bishop Luers technology to:

1. Access, post, display, or otherwise use material that is discriminatory, libelous, defamatory, obscene, sexually explicit, or disruptive.
2. Bully, harass, intimidate, or threaten other students, staff, or other individuals ("cyberbullying").
3. Disclose, use, or disseminate personal identification information (such as name, address, telephone number, Social Security number, or other personal information) of another student, staff member, or other person with the intent to threaten, intimidate, harass, or ridicule that person.
4. Infringe on copyright, license, trademark, patent, or other intellectual property rights.
5. Intentionally disrupt or harm Bishop Luers technology or other Bishop Luers operations (such as destroying Bishop Luers equipment, placing a virus on school computers, adding or removing a computer program without permission from a teacher or the Technology Department, changing settings on shared computers).
6. Install unauthorized software.
7. "Hack" into the system to manipulate data of Bishop Luers or other users.
8. Engage in or promote any practice that is unethical or violates any law or School policy, administrative regulation, or Diocesan practice.

Privacy

Since the use of Bishop Luers technology is intended for educational purposes, students shall not have any expectation of privacy in any use of Bishop Luers or Diocesan technology.

Bishop Luers reserves the right to monitor and record all use of school technology, including, but not limited to, access to the Internet or social media, communications sent or received from Bishop Luers technology, or other uses. Such monitoring/recording may occur at any time without prior notice for any legal purposes including, but not limited to, record retention and distribution and/or investigation of improper, illegal, or

prohibited activity. Students should be aware that, in most instances, their use of Bishop Luers technology (such as web searches and emails) cannot be erased or deleted.

All passwords created for or used on any Bishop Luers technology are the sole property of the Bishop Luers High School. The creation or use of a password by a student on school technology does not create a reasonable expectation of privacy.

Personally, Owned Devices

If a student uses a personally owned device to access Bishop Luers technology, he/she shall abide by all applicable school and Diocesan policies, administrative regulations, and this Acceptable Use Agreement. Any such use of a personally owned device may subject the contents of the device and any communications sent or received on the device to disclosure pursuant to a lawful subpoena or public records request.

Reporting

If a student becomes aware of any security problem (such as any compromise of the confidentiality of any login or account information) or misuse of Bishop Luers technology, he/she shall immediately report such information to the teacher or the Head of Technology.

Consequences for Violation

Violations of the law, School or Diocesan policy, or this agreement may result in revocation of a student's access to Bishop Luers technology and/or discipline, up to and including suspension or expulsion. In addition, violations of the law, School policy, or this agreement may be reported to law enforcement agencies as appropriate.

**PRINT THIS ACCEPTANCE AGREEMENT FORM, SIGN AND
BRING TO SCHOOL TO RECEIVE YOUR STUDENT DEVICE**

Student Acknowledgment

I have received, read, understand, and agree to abide by this Acceptable Use Agreement and other applicable laws and policies and regulations governing the use of Bishop Luers High School technology. I understand that there is no expectation of privacy when using Bishop Luers technology. I further understand that any violation may result in loss of user privileges, disciplinary action, and/or appropriate legal action.

Student Name: _____

(Please print)

Student Signature: _____

Date: _____ Grade: _____ School: _____

Parent or Legal Guardian Acknowledgment

As the parent/guardian of the above-named student, I have read, understand, and agree that my child shall comply with the terms of the Acceptable Use Agreement. By signing this Agreement, I give permission for my child to use Bishop Luers High School technology and/or to access the school's computer network and the Internet. I understand that, despite Bishop Luers' best efforts, it is impossible for the school to restrict access to all offensive and controversial materials. I agree to release from liability, indemnity, and hold harmless Bishop Luers High School, the Diocese, and Bishop Luers personnel against all claims, damages, and costs that may result from my child's use of Bishop Luers technology or the failure of any technology protection measures used by Bishop Luers High School. Further, I accept full responsibility for supervision of my child's use of his/her access account when such access is not in the school setting.

Parent/Guardian Name: _____

(Please print)

Parent/Guardian Signature: _____

Date: _____

