Cretin-Derham Hall
Student Technology Acceptable Use Policy

This document contains policies regulating student use of the Cretin-Derham Hall computer system, which includes but is not limited to computers and associated equipment, all data networks and servers, email, internet, intranet, website, applications, and other associated services.

Philosophy/Statement of Ethics
This policy is based on a philosophy of
- Upholding the mission and values of Cretin-Derham Hall;
- Protecting the safety and security of faculty/staff and student information;
- Maintaining the integrity of the Cretin-Derham Hall computer system;
- Facilitating and teaching the use of technology tools for teaching and learning

1. **Acceptable Use**
   A. The Cretin-Derham Hall computer network has been established for a limited educational purpose, which includes classroom activities, educational and career development, and limited self-discovery activities consistent with the mission and values of Cretin-Derham Hall.
   B. The Cretin-Derham Hall network is not intended to be a public access service or a public forum. Cretin-Derham Hall has the right to place restrictions on material accessed or posted through the system. Users are expected to follow the rules set forth in the Cretin-Derham Hall Handbook and federal, state and local law in their use of the computer system.
   C. Use of personally owned equipment
      i. Students using personally-owned iPads must see the Network Manager and have the device registered in the CDH system.
      ii. A guest network is available for internet access from other devices.
      iii. Cretin-Derham Hall assumes no responsibility or liability for damages that may occur as a result of using a personally owned device on the school network.
      iv. All provisions of this policy as well as other school policies apply to use of a personal computer on the school system or on the premises.

2. **Prohibited Use**
   Any student who violates this policy and/or any rules governing use of the school's computer system will be subject to disciplinary action, up to and including dismissal. Illegal use of the school's computer system will also result in referral to law enforcement authorities. General examples of unacceptable student uses, which are expressly prohibited, include, *but are not limited to*, the following:
   Any use that is illegal or in violation of other policies, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc.; see CDH Harassment Policy for clarification;
   A. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive. If a student inadvertently encounters such materials,

the student must immediately tell the supervising adult, quit or exit the program, and turn off the computer monitor. These actions will protect students against the appearance of intentional violation of this policy;

B. Disclosing personal information about themselves or others. Personal information includes, but is not limited to, address, telephone number, social security number or other information or images;

C. Students are advised to use extreme caution in arranging physical meetings with people met online, and such meetings should never take place without parent/guardian approval and supervision;

D. Any use of blocked sites.

E. Any use of school email or other communication methods to solicit, proselytize, advocate or communicate the views of an individual or non-school sponsored organization; to solicit membership in or support of any non-school sponsored organization; or to raise funds for any non-school sponsored purpose, whether profit or non-profit, without the written permission of the Technology Director. Students are not to use their school e-mail accounts for non-school purposes. Personal email accounts should not be used for school business. Students who are uncertain as to whether particular activities are acceptable should contact the Technology Director;

F. Any communication that represents personal views as those of the school or that could be misinterpreted as such;

G. Opening or forwarding any e-mail attachments or files from unknown sources and/or that may contain viruses;

H. Sending mass e-mails, including to an entire grade, for school or non-school purposes without the permission of the Technology Director;

I. Any malicious use of or disruption of the school's computer system, or breach or attempted breach of security;

J. Any misuse or damage to the school's computer network, whether intentional or through carelessness;

K. Sharing one's passwords or accounts, or using another's passwords or accounts;

L. Any communications that are in violation of generally accepted rules of network etiquette;

M. Any attempt to access unauthorized sites, including use of proxy servers to get to blocked sites;

N. Failing to report a known breach of computer security to the Technology Director or Network Administrator;

O. Using, or attempting to use the school network after such access has been denied or revoked; and

P. Any attempt to add, delete, erase, or otherwise conceal any information stored on a school computer that violates these rules.

Q. Any use of social networking and gaming during the school day.

3. **No Expectation of Privacy**

A. The Cretin-Derham Hall Technology system remains under the control, custody, and supervision of the school.

B. Students should expect no privacy in the contents of personal files, including e-mail. The school reserves the right to monitor all computer and Internet activity (including e-mail) by students and other system users. Students should have no expectation of privacy in their use of the school network, computers, e-mail, Internet sites visited, or stored files.

C. Cretin-Derham Hall reserves the right to review any material on student accounts (including e-mail) in order to ensure that users are complying with appropriate use policies.

D. If there is reasonable suspicion of a legal or policy violation, a search will be conducted by the Technology Integration Coordinator or Network Manager. The Technology Integration Coordinator or Network Manager may also conduct random searches to ensure student compliance.

4. **Respecting Resource Limits**
   A. Students will not play unauthorized games or use system resources for non-academic activities during school hours without the explicit permission of the classroom teacher or supervisor.
   B. No more than two copies of a document should be printed directly from a computer or other device; multiple copies should be created on a copy machine.

5. **Limitation of Liability**
   A. Cretin-Derham Hall makes no guarantee that the functions or services provided by or through the Cretin-Derham Hall network will be error-free or without defect.
   B. Cretin-Derham Hall is not responsible for any damage suffered as a result of using the computer network, including, but not limited to, loss of data or interruptions of service.
   C. Cretin-Derham Hall is not responsible for the accuracy or quality of information obtained through or stored on its system.