

Bishop McNamara High School Technology Usage Policy

This policy was created with assistance from fellow Holy Cross Schools, Saint Francis High School, Mountain View, CA, and St. Edmond's Academy, Wilmington, DE.



Technology is incorporated into Bishop McNamara High School's academic programs to assist students and to further the school's mission as a Holy Cross institution. To prepare our students, as Blessed Basil Moreau wrote, for "the business and the problems of the world" (Moreau, *Christian Education*) students must be taught proper technology usage to ensure that students are not "ignorant of anything they should know" (Moreau, *Christian Education*). Students must have access to the information and tools necessary to operate in this world, but must also be instructed in a manner which ensures these skills are used in the best manner to benefit all. With the ubiquity of technology, it is the community's responsibility to encourage good digital citizenry, so as to form better global citizens.

The following policies add to the Bishop McNamara Honor Code and Disciplinary Code, valuing our community of trust and how our choices to act honorably stem from these values. This requires full community participation; students need to trust their teachers and staff with their education, and teachers and staff must be able to trust their students to behave in the proper fashion with the proper decorum.

The following policies should be considered in the context of Bishop McNamara's THINK campaign. Before communicating through any means community members should consider if their communication is **T** rue, **H** oly Cross, **I** nspirational, **N** ecessary, and **K** ind.

1. General Expectations

- a. Respectful and attentive listening when communicating with administrators, faculty, classmates, and colleagues should not be impaired by the use of technology.
- b. Though technology is welcome at school, it should not be the focal point of human interactions. Therefore, tablets (including iPads), laptops, digital music players (including iPads) and similar devices are NOT to be used in:
 - i. The Cafeteria (*during lunch periods*)
 - ii. The Chapel
 - iii. Hallways (*between classes*)
 - iv. Bathrooms and locker rooms
- c. Users should only operate devices and accounts that are uniquely created or assigned to the user. Because of this, users are responsible for any information attached to their device or account. Users should not give access to their account or device to others.
- d. Network usage, internet usage, email messages, social media posts, and text messages of a sexual nature, including "sexting" are strictly prohibited by this policy. Further, taking, posting or distributing any image or video of a sexual nature regarding oneself or a classmate is strictly prohibited, whether such image or media is taken, posted, or distributed during or outside of school hours.
- e. Network usage, internet usage, email messages, social media posts, and text messages that are of a bullying or harassing nature are strictly prohibited, whether such bullying occurs during or outside of school hours.
- f. These policies are subject to change as needed; when change has occurred all necessary parties will be notified.

2. Network Access

Users:

- a. access the network only through their unique network login; they are solely responsible for what appears on their accounts.
- b. keep their password safe; it should not be shared with any other user, other than a member of the IT department.
- c. will only access sites, programs, and apps that are appropriate for a Catholic, educational setting.
- d. will only access data for which they've been granted authorization.
- e. have no expectation of privacy in regards to any activity on the Bishop McNamara network and understand and agree that all use of the Bishop McNamara network may be monitored or reviewed by school administrators to ensure compliance with this policy with or without the user's knowledge or consent.

3. Internet Use

Users:

- a. will use the Internet in a way that is consistent with Holy Cross and Catholic values.
- b. will use the Internet for academic research and growth.
- c. access the Internet only for school purposes.
- d. can only connect devices to the school network that have been approved by the Principal and Director of Information Technology
- e. are aware that Internet bandwidth is limited and one user who is using a high volume of bandwidth could be impairing other users' ability to work. Therefore, bandwidth usage is a communal concern, and individuals should work to ensure their behavior is not impeding another's work.
- f. have no expectation of privacy in regards to internet usage while using the Bishop McNamara Internet connection and understand and agree that use of the Bishop McNamara Internet connection may be monitored or reviewed by school administrators to ensure compliance with this policy with or without the user's knowledge or consent.

4. Email

Users:

- a. use e-mail only to communicate with colleagues, students, teachers, and appropriate out-of-building contacts.
- b. use proper email etiquette and conduct themselves in a professional manner, particularly in regards to language, when composing correspondence.
- c. THINK before they send email, to encourage thoughtful, inspiring necessary, and kind communication, in the Holy Cross tradition.
- d. will not use email to harass, insult, bully, or otherwise degrade the human person.
- e. only access their email during free periods, or when it is permitted and acceptable in a class, meeting, or assembly.
- f. are aware that school e-mail accounts are the property of the school, and can be accessed by the school whenever deemed necessary by school administration.
- g. have no expectation of privacy while using the Bishop McNamara email system and agree that use of the Bishop McNamara email system may be monitored or reviewed by school administrators to ensure compliance with this policy with or without the user's knowledge or consent.

5. Personal Electronic Devices

Users:

- a. realize that personal devices are only allowed in classes with the consent of the classroom teacher
- b. take full responsibility for their own device.
- c. must follow all Bishop McNamara acceptable use policies on personal devices in the same fashion that they would a school device.
- d. know that cell phones are not allowed to be used in the classroom, as per the McNamara Student Handbook.

6. **Texting, Messaging, Chatting, etc.**

Users:

- a. may only text, message, or chat with the teacher's permission.
- b. will THINK before they digitally communicate, to encourage thoughtful, inspiring necessary, and kind communication, in the Holy Cross tradition.
- c. will not use texting, messaging, chatting, and/or any other digital communication to harass, insult, bully, or otherwise degrade the human person.

7. **Social Media**

Users:

- a. may access social media apps and websites only for school purposes, under the direction of a teacher or club moderator.
- b. only post audio, video, and still photography to social media outlets when it is for a class or club activity under supervision of teacher or moderator. Students should THINK before they post in order to encourage thoughtful, inspiring, necessary, and kind behavior, in the Holy Cross Tradition.
- c. never post to social media to harass, insult, bully, or otherwise degrade the human person.

8. **Audio-Visual Recording/Watching/Listening**

Users:

- a. will only record audio, video, or still-shots of people who are aware that audio, video, or stills shots are being captured of them.
- b. will capture audio, video, or still-shots only for educational or community purposes (i.e. Spirit Week, Mustangs Go Pink day, etc.)
- c. will THINK before they record audio, video, or still-shots to encourage thoughtful, inspiring, necessary, and kind communication, in the Holy Cross tradition.
- d. will not use audio, video, or still-shots to harass, insult, bully, or otherwise degrade the human person.
- e. will always consider their surroundings, in particular company, when using headphones or built-in speakers to watch videos or listen to audio.
- f. will remember that videos watched (including movies and television programs), and audio listened to (including music) should be appropriate for a Catholic school setting and support our Holy Cross mission.

9. **Downloading and Loading Software and Apps**

Users:

- a. use software for enhancing academic pursuits.
- b. must get proper approval from the Director of Instructional Technology, or Director of Information Technology.
- c. will not download apps/software for non-school purposes. This includes games, social media apps (for personal use), decorative apps (wallpaper or screensaver apps), or any file sharing software/apps.

As noted above, users shall have no expectation of privacy while using iPads or any other Bishop McNamara electronic information resources, including with respect to the contents of computer files or any communication undertaken by way of electronic resources and/or the Bishop McNamara network. Bishop McNamara administration and IT staff may conduct an individual search of a student's iPad, computer, email account/files, or other related items at any time if there is suspicion that this policy or the school's other policies and guidelines may have been violated. The school retains the right to duplicate any information created by students on the school's network, or on any individual iPad or computer.

All users are aware that their behavior is subject to the school's discipline and Honor Code; the usage of technology falls within these realms. Failing to follow this policy can lead to revocation of technology use privileges, detention, suspension, expulsion, and/or referral to the Honor Council.

All parents are also therefore held responsible for knowledge of this computer policy and adherence to it. Students are responsible for their own individual actions, and parents are responsible for supervision of their children and for encouraging their responsible and courteous use of technology resources.



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This form should be read, understood, and signed by both student and parent. The signed form should be turned in to Ms. Susanne Mendiola in the Counseling Center by Tuesday, Sept. 2nd, 2014. Failure to return this form may result in loss of school technology privileges.

I have read and agree to all of policies set forth in the Bishop McNamara Technology Usage Policy. I will abide by these policies whenever using technology in the school.

_____	_____	_____	_____
Grad. Yr	Student Signature	Printed Name	Date
	_____	_____	_____
	Parent Signature	Printed Name	Date