



Christian Brothers Academy

Student Acceptable Use Policy for Computing and Related Technologies

The role of technology in our classrooms is constantly changing and widening. Therefore, Christian Brothers Academy aims to teach young men how to be responsible 21st Century learners. In order to achieve that end, students at Christian Brothers Academy must adhere to the same moral, ethical and legal standards when using technology, as is expected of them at all times, as Academy Men.

School Equipment

Christian Brothers Academy (CBA) provides equipment in the form of servers, PCs, laptops, networking devices, and accessories. This equipment is to be treated well, and not deliberately damaged. When accidental damage occurs, it is to be brought to the attention of the teacher or the technology staff within 24 hours of discovery of the damage. CBA also provides a software configuration for each device. Students are not authorized to add software, remove software, upgrade to new versions, or otherwise alter the software configuration of school equipment. When particular needs call for software that is not installed on school equipment, or for a change to the configuration of school equipment, the student may approach the technology staff to request assistance. If necessary, the technology staff will personally make any adjustments.

Access to School Systems

Each student is provided with access to school servers, printers, PCs and laptops via his own network user account, as well as CBA email, LMS, Naviance, library, and other accounts. He is to use only his own user accounts to log in to school systems, unless for a particular purpose a teacher or technology staff member directs him otherwise. Under no circumstances should a student use the network account assigned to a faculty member, staff member or another student. This is considered a most serious offense, and will be referred to the Dean of Students for disciplinary action. Students should keep their passwords entirely private. No other student, faculty or staff member will ever need to know a student's password.

CBA provides an email account to every student. This email account will be the account of record for all school use, and should be used when communicating with teachers, coaches, and administrators. CBA student e-mail accounts should not be used for mass e-mails that are not related to academic or CBA extracurricular activities. It is permitted – even recommended – to use this account for collaborative assignments with classmates. In all use of this account, students are bound by ethical and moral considerations (see “Behavior”).

Students' network user accounts provide them with storage space on a school server, known as their “home folder” or as their “Z: drive.” Additionally, students are provided with a Google Drive associated with their email account to which they can also save school-related materials. Students should save all files to either their Z drive or their Google Drive, and never to local computer hard drives. Please note that while the Google Drive can be accessed from any internet-connected computer, it should be considered part of the CBA network, and students should use it for school-related document storage only.

Students should be aware that they have no reasonable expectation of privacy as pertains to their use of school equipment and storage space, including the Google Drive. Technology staff members have access rights to all school storage, and through them the administrators and guidance staff also have access. Technology staff members make frequent use of technologies that permit the monitoring of student use of school equipment and personal equipment that is used on the school network.

Bring Your Own Device (BYOD) Program and other Personal Technology

Students are required to bring a device that meets school specifications (Handbook/Calendar pg19) for use in the classroom and for the completion of assignments. Students are responsible to charge, maintain and protect their devices. CBA is not responsible for loss or damage of a student's equipment. If a device is damaged, students are responsible to inform the administration and seek repairs in a timely fashion.

Although the use of such equipment in classrooms is always subject to the teacher's discretion, students are expected to bring their charged devices for use in each class. Students may use these devices on the school's “*Student*” wireless network through their network user accounts which are provided for them, but may not plug their own devices into CBA's wired network. Before any student is allowed to log onto the school wireless network, his personal device must be registered with the technology office. Under no circumstances should a student attempt to circumvent network policies or security.

Students may bring personal mass storage devices (e.g. flash drives) to store and access their work, but not all devices will work on all school equipment. Students should restrict themselves to USB equipment. A further note is that, while personal audio equipment (MP3 players, iPods, and tablets) may often be used to store documents, this equipment is not permitted to be used during the school day without permission.

Smart watches and other similar wearables that have the ability to connect with the internet or with other devices may not be used for messaging or any other benign and non-educational purpose in the classroom. During quizzes, tests, and exams, smart watches should be removed. It is the student's responsibility to remove these devices to preclude even the appearance of potential academic dishonesty. Teachers may ask students to remove smart watches at any time while in the classroom.

Students may not use recording equipment, whether audio, video, or both, in school without permission from the Dean of Students or classroom teacher. This includes the prohibition of cell phones and laptops for any of these purposes.

Behavior

Ethical behavior is expected of CBA students in all situations. Students are expected to maintain a Christian ethic in regard to the use of technology both on campus and online. Christian Brothers Academy recognizes a student’s rights to freedom of speech, expression, and association – this includes the use of online social networks. In the context of being a CBA student, however, attending CBA is a privilege, not a right. As a student, you represent The Academy and are expected to portray yourself, your family, and CBA in a positive manner at all times. Any online postings must therefore be consistent with the ideals and policies of CBA, as well as Federal and State Laws.

Students are to treat all CBA facilities and technologies with respect. Under no circumstances should a student use any software or hardware that attempts to circumvent network policies or security, including but not limited to packet sniffers, encryption cracking, key loggers, proxy servers, etc. Students should never attempt to obtain or use a password that is not their own to log onto the CBA network.

Access to the internet at school, but particularly at home provides students with a wealth of information and opportunities that can be both beneficial and detrimental. During class time, when personal computers are allowed for note taking and/or in-class activities, students may not use the device for any other purpose than the purpose set forth by the teacher. Gaming, or use of social media during class time is not allowed. There are many opportunities for academic dishonesty; this behavior is contrary to existing school policies and is only mentioned here to reinforce those policies. A higher degree of anonymity exists with the internet than is experienced in face-to-face communications. This anonymity tempts some to behave in antisocial ways, e.g., bullying, insulting, inappropriate pictures, posts, etc. Certain internet sites and mobile apps including, but not limited to *Twitter, Instagram, YouTube, Snap Chat, Reddit, Facebook* and personal web pages, etc., offer easy communication and insight into many other people’s lives, but can also contain slander and misinformation. Students are reminded that if they are posting on the internet (whatever the venue) they should do so with care and with the student handbook in mind. It is unacceptable for students to engage in cyberbullying, harassment or intimidation at any time, whether on or off of the school’s network. Students should also be aware that when posting to a personal account, even if marked 'private', it is possible that at some point it will be seen by people for who it was not intended. Posting is publishing, it leaves a digital footprint, and posts reflect on the character of the author. Again, existing policies demand that CBA students exhibit the highest moral and social behaviors; these references are only made here to reinforce those policies. Any questions about suitability of content should be referred to the Dean of Students. Please note the following excerpt from the CBA Handbook/Calendar (pg18):

“Recognizing its responsibility to safeguard the name and reputation of our community, the Administration of Christian Brothers Academy reserves the right to respond as it sees fit to the misbehavior of its students. The Dean of Students may assign disciplinary consequences and/or counseling, even if the misbehavior takes place outside of school hours and away from school grounds or activities.”

PARENT(S)/GUARDIAN(S)

I (we) the undersigned parent(s)/guardian(s) of _____* have read and do understand the Student Acceptable Use Policy for Computing and Related Technologies, and agree to abide by its provisions, terms and conditions. I (we) further acknowledge and accept responsibility for any violation of this policy that is committed by my (our) son at any time during the period he is enrolled as a student at Christian Brothers Academy.

*** Please print student’s name in the blank provided**

Date: _____ Parent/Guardian Signature _____

Date: _____ Parent/Guardian Signature _____

STUDENT

I, the undersigned student, have read and do understand the Student Acceptable Use Policy for Computing and Related Technologies, and agree to abide by its provisions, terms and conditions throughout my time as a student at Christian Brothers Academy.

Date: _____ Student Signature _____

PLEASE SIGN AND RETURN THIS FORM WITH YOUR SON
KEEP A COPY FOR YOUR RECORDS