

BETHLEHEM CATHOLIC HIGH SCHOOL

TECHNOLOGY USER AGREEMENT AND POLICY



ACCEPTABLE USE POLICY

Bethlehem Catholic High School recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, Bethlehem Catholic High School encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Bethlehem Catholic High School.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, Bethlehem Catholic High School adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on Bethlehem Catholic High School owned equipment or through Bethlehem Catholic High School affiliated organizations.

Bethlehem Catholic High School Rights and Responsibilities

It is the policy of Bethlehem Catholic High School to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff and students. It shall be a violation of this policy for any employee, student, or other individual to engage in any activity that does not conform to the established purpose and general rules and policies of the network. Within this general policy, Bethlehem Catholic High School recognizes its legal and ethical obligation to protect the well-being of students in its charge. To this end, Bethlehem Catholic High School retains the following rights and recognizes the following obligations:

1. To log network use and to monitor fileserver space utilization by users, and assume no responsibility or liability for files deleted due to violation of fileserver space allotments.
2. To provide content filtering of the network, restrict access to content deemed inappropriate. It is understood that content filtering may not block all content deemed inappropriate.
3. To remove a user account on the network.
4. To monitor the use of online activities. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review.
5. To provide internal and external controls as appropriate and feasible. Such controls shall include the right to determine who will have access to Bethlehem Catholic High School -owned equipment and, specifically, to exclude those who do not abide by Bethlehem Catholic High School acceptable use policy or other policies governing the use of school facilities, equipment, and materials. Bethlehem Catholic High School reserves the right to restrict online destinations through software or other means.
6. To provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.
7. All computers are property of Bethlehem Catholic High School and must be returned to Bethlehem Catholic High School at the schools request, including any power supplies, peripheral devices or accessories provided to the student, unless explicitly stated.
8. Upon success student graduation, ownership of the laptop assigned to the student is transferred to the student. Any licensed, proprietary software installed by Bethlehem Catholic High School may be removed or disabled. Access to the network, including, but not limited to email, online accounts, and cloud storage (e.g. OneDrive) will also be disabled approximately one year post graduation.
9. Any student leaving Bethlehem Catholic prior to successful graduation must return their assigned computer, including any power supplies, peripheral devices or accessories provided to the student.

10. International students must return their assigned computer, including any power supplies, peripheral devices or accessories provided to the student. Exception may be made for student's depending upon length of enrollment at Bethlehem Catholic, graduation plan, or other factors deemed appropriate by Bethlehem Catholic High School.
11. Bethlehem Catholic technology resources shall be periodically monitored to ensure compliance with this and other policies including monitoring of users' online activities. Bethlehem Catholic High School shall ensure that regular monitoring is completed pursuant to this section. However, Bethlehem Catholic High School shall also implement procedures to ensure that technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen technology belonging to Bethlehem Catholic High School.
12. The policies and expectations of use of Bethlehem Catholic High School technology applies to any use on campus, off campus, during school hours, or off school hours.

Failure to return a device may be considered theft and constitute an appropriate response, which may include, but is not limited to law enforcement contact, financial restitution, disenrollment, etc.

Staff Responsibilities

1. Staff members who supervise students, control electronic equipment, or otherwise have occasion to observe student use of said equipment online shall make reasonable efforts to monitor the use of this equipment to assure that it conforms to the mission and goals of Bethlehem Catholic High School.
2. Staff should make reasonable efforts to become familiar with the Internet, online textbooks, online resources, computers, or other educational technology and its use so that effective monitoring, instruction, and assistance may be achieved.

User Responsibilities

1. Use of the electronic media provided by Bethlehem Catholic High School is a privilege that offers a wealth of information and resources for research. Where it is available, this resource is offered to staff, students, and other patrons at no cost. In order to maintain the privilege, users agree to learn and comply with all of the provisions of this policy.

Acceptable Use

1. All use of the Internet must be in support of educational and research objectives consistent with the mission and objectives of Bethlehem Catholic High School.
2. Proper codes of conduct in electronic communication must be used. In news groups, giving out personal information is inappropriate. When using e-mail, extreme caution must always be taken in revealing any information of a personal nature.
3. Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
4. All communications and information accessible via the network should be assumed to be private property.
5. Bethlehem Catholic High School email may be monitored and maintained.
6. Exhibit exemplary behavior on the network as a representative of your school and community. Be polite!
7. From time to time, Bethlehem Catholic High School will make determinations on whether specific uses of the network are consistent with the acceptable use practice.
8. It is the user's responsibility to safely, morally, and ethically navigate the network and Internet as to avoid any content deemed inappropriate.

Unacceptable Use

1. Giving out personal information about another person, including home address and phone number, is strictly prohibited.
2. The use of Bethlehem Catholic High School computers and or network for financial gain through illegal, commercial, political, for-profit, or gambling purposes is strictly prohibited.
3. Excessive use of the network for personal business shall be cause for disciplinary action.
4. Any use of the network for product advertisement or political lobbying is prohibited.
5. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

6. No use of the network shall serve to disrupt the use of the network by others. Hardware and/or software shall not be destroyed, modified, or abused in any way.
7. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
8. Hate mail, chain letters, harassment, discriminatory remarks, and other antisocial behaviors are prohibited on the network.
9. The unauthorized installation of any software, including shareware and freeware, for use on Bethlehem Catholic High School computers is prohibited.
10. Use of the network to access or process pornographic material, inappropriate text files (as determined by the system administrator or building administrator), or files dangerous to the integrity of the local area network is prohibited.
11. The Bethlehem Catholic High School network may not be used for downloading entertainment software or other files not related to the mission and objectives of the Bethlehem Catholic High School for transfer to a user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and non-commercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Bethlehem Catholic High School.
12. Downloading, copying, otherwise duplicating, and/or distributing copyrighted materials without the specific written permission of the copyright owner is prohibited, except that duplication and/or distribution of materials for educational purposes is permitted when such duplication and/or distribution would fall within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC).
13. Use of the network for any unlawful purpose, facilitate illegal activities, and facilitate the sale of drugs, alcohol, smokeless tobacco, electronic cigarettes (e.g. vapes) is strictly prohibited.
14. Use of profanity, obscenity, racist terms, or other language that may be offensive to another user is prohibited.
15. Playing games is prohibited unless specifically authorized by a teacher or administrator for instructional purposes.
16. Establishing network or Internet connections to live communications, including voice and/or video (relay chat), is prohibited unless specifically authorized by the system administrator.
17. The use of Bethlehem Catholic High School computers and or network for financial gain through illegal, commercial, political or gambling means is strictly prohibited.
18. Leaving ones computer logged in, accessible, unsecured thus allowing access to the network, student accounts, assume your student identity, or other materials is prohibited.
19. The use of social media sites is prohibited unless specifically authorized by a teacher or administrator.
20. The use of proxy servers, VPN's, or similar such devices to browse the Internet anonymously or mask the users actual identity and intentionally bypass any Bethlehem Catholic High School security measures is strictly prohibited and may be grounds for disciplinary action.
21. Any form of vandalism, physical or electronic dissemination of malicious software, or intentional acts that cause disruption to the services of the Bethlehem Catholic High School network is prohibited and may result in disciplinary and/or law enforcement action.

Disclaimer

1. Bethlehem Catholic High School cannot be held accountable for the information that is retrieved via the network.
2. Pursuant to the Electronic Communications Privacy Act of 1986 (18 USC 2510 et seq.), notice is hereby given that there are no facilities provided by this system for sending or receiving private or confidential electronic communications. System administrators have access to all mail and will monitor messages. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
3. Bethlehem Catholic High School will not be responsible for any damages you may suffer, including loss of data resulting from delays, non-deliveries, or service interruptions caused by our own negligence or your errors or omissions. Use of any information obtained is at your own risk.
4. Bethlehem Catholic High School makes no warranties (expressed or implied) with respect to:
 - the content of any advice or information received by a user, or any costs or charges incurred as a result of seeing or accepting any information; and
 - any costs, liability, or damages caused by the way the user chooses to use his or her access to the network.
5. Bethlehem Catholic High School reserves the right to update this policy at any time. The current policy may be found at <https://becahi.org/students/aup/>
6. Violations of this policy may result in the temporary or permanent revocation of a user's right to access Bethlehem Catholic High School technology resources. Additionally, users may be subject to other forms of

disciplinary actions for violations of this policy and/or local, state, and/or federal law pursuant to the Child Internet Protect Act – Enactment Act of Nov. 30, 2004, P.L. 1556, No. 197

7. Bethlehem Catholic High School makes no warranties of any kind, whether express or implied, for the service it is providing through its various technology resources. Bethlehem Catholic High School is not responsible, and will not be responsible, for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or services interruption. Use of any information obtained through Bethlehem Catholic High School technology resources is at the user's own risk.

Expectation of Privacy

1. The network, computers, hardware, software, email, or any item similar in nature are not private. The user assumes no right to privacy, nor should any expectation of privacy. Bethlehem Catholic High School assumes the right and privilege, at any time, without any prior notice, to monitor, review, inspect, confiscate, and copy any and all technology devices. All Internet traffic and usage may be monitored, logged, and reviewed by the Internet Service Provider, and/or local collection methods. Bethlehem Catholic High School technology resources may be assigned or allocated to an individual user for his/her use (e.g. individual e-mail accounts, laptop computers, etc.). Bethlehem Catholic High School shall also implement procedures to ensure that technology resources are not utilized to track the whereabouts or movements of individuals, and that remotely activated cameras and/or audio are not utilized except where necessary to recover lost or stolen technology belonging to Bethlehem Catholic High School. Despite being allocated to a particular user, the technology resources remain the property of Bethlehem Catholic High School and may be revoked, suspended, or inspected at any time to ensure compliance with this and other policies. Users do not have an expectation of privacy in any Bethlehem Catholic High School provided technology resource or any of its contents.

Student Responsibilities

1. Laptops are to be fully charged prior to coming to school every day.
2. Students are expected to exercise care and appropriate cautions while using, possessing, and transporting their device. Any damages caused to the device due to neglect, intentional misuse, loss, or other circumstances not listed, or outside of the manufacturer's warranty, may be the responsibility of the student to fix or replace. If a student experiences a laptop issue they should bring their device to the Bethlehem Catholic Technology Department, located in room 226.
3. Laptops may be collected at the end of the school year to inventory, reimaging, repair, or complete any other needed services.
4. Students may carry their laptop in a secure carrying case such as a sleeve, laptop case, bag, or book bag. Students are encouraged to use a book bag with a dedicated laptop compartment. Please exercise care and caution when using any bag. Be sure to not overload the bag/case which may cause items to press against the laptop and cause damage.
5. If a laptop is lost it will be the responsibility of the student to provide financial restitution to Bethlehem Catholic High School for the purchase amount of a new laptop, which may include any power supplies, peripheral devices or accessories provided to the student.
6. If a laptop is stolen the student must alert Bethlehem Catholic High School immediately. A police report must be provided to Bethlehem Catholic High School before a replacement laptop is issued.
7. Laptops are not to be used in the cafeteria during lunch periods.

RETURN THIS PAGE

The Acceptable Use Policy can be found at <https://becahi.org/students/aup/>. This page must be returned prior to being given a device.

User Agreement

I have read, understand, and will abide by the above Acceptable Use Policy when using computer and other electronic resources owned, leased, or operated by Bethlehem Catholic High School. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

I understand that any use of technology to violate the Bethlehem Catholic High School Honor Code may result in loss of access to technology, school discipline, or other appropriate actions.

User Name (please print)

User Signature

Date

Parent/Guardian Agreement

As parent or guardian of [please print name of student] _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. Bethlehem Catholic High School has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold Bethlehem Catholic High School responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to use network resources, including the Internet, which are available through Bethlehem Catholic High School.

Parent Name (please print)

Parent Signature

Date

Parent Name (please print)

Parent Signature

Date

***ONLY ONE PARENT/GUARDIAN SIGNATURE REQUIRED**