

TECHNOLOGY ACCEPTABLE USE POLICY

Please sign and return page 7 of this document.

(Updated Nov. 2023)

Pensacola Catholic High School (PCHS) is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology, including each student's school-owned computer, facilitates global collaboration -- a vital skill for our 21st century learners. School-owned computers are strictly for use consistent with the educational goals of PCHS. Along with the great opportunity technology provides comes responsibility. This Acceptable Use Policy (AUP) is designed to give students and their families clear and concise guidelines regarding the appropriate use of technology, including school-owned computers. The underlying premise of this policy is that all members of the PCHS community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with honesty and integrity.

Ethical Use of Technology

- Technology may not be used for unethical purposes including, but not limited to, plagiarism and copyright infringement by the distribution, downloading, or viewing of illegally obtained copyrighted material. This includes the improper use of AI.
- Information obtained through the Internet (including AI) must be properly cited and in compliance with copyright laws. Students are required to give proper credit to all Internet sources (graphics, movies, music, and text, etc.) used in academic assignments, whether quoted or summarized.
- Students may not distribute and share any completed assignments or other school work among themselves, unless instructed to do so. Any such activity is considered plagiarism and will be subject to disciplinary action.

Privacy and Safety

- Students must maintain secure and private passwords for school-issued accounts. This is important in order to protect the privacy of each student. Do not share any passwords or usernames.
- The school respects the privacy of every student. However, the school has the right to view all content on school-issued computers, or any other content associated with school-issued equipment or accounts at any time for any reason without requiring permission from or being required to notify the student.
- The school may monitor, record, intercept, or filter all traffic that passes through the school's network and school owned devices. This includes traffic originating from and terminating at personally owned devices that are allowed on the school's network while they are on the school's network under special circumstances.
- Students are prohibited from creating or accessing any administrative accounts on any computer.
- Students are prohibited from sharing demographic or personal information on the internet

Internet Use

- Students are prohibited from accessing any inappropriate content on the Internet including, but not limited to, content that is sexual or pornographic in nature, extremist or militant materials, gambling, depictions of violence, and images that are intended to be abusive or harassing. Images of this nature are also prohibited from being used as a screensaver or desktop wallpaper.
- While students are on campus, Internet access should be used only for educational purposes. ● The playing of any games, online or otherwise, is not permitted during the school day except as part of an assigned, in-class activity. The school reserves the right to remove any games from any school-owned computer or prevent access to online games.
- The use of school-owned computers to watch videos, unless assigned by a teacher, is not permitted at any time during the school day.

- Students may only install approved software through the Mosyle Manager Application, which is installed on all school-issued computers. The installation of software from any other source is strictly prohibited. The school reserves the right to remove any unapproved software that has been installed on the computer.
- If a student accidentally accesses a website that contains obscene or otherwise inappropriate material, he or she must notify a teacher or a member of the Technology Department as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

Network Access

- Students must not attempt to access any network resources that they are not authorized to use, including any software or service that bypasses web content filtering (VPNs, etc).
- Students may not use the school network for personal or business reasons. The use of Wi-Fi hotspots is strictly prohibited while on campus. While on campus, school-issued computers may only be connected to school-managed network connections, except with administrative approval.
- Students are not permitted to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with computer hardware or software, vandalizing data, invoking computer viruses, or attempting to gain unauthorized access to restricted network services.
- Students are responsible for backing up their own data. Lost or damaged data is not the responsibility of the school.

Email

- Each student is issued a PCHS email account to be used only for educational purposes only. ● Juniors and Seniors, due to the college application process, are permitted to access a personal email account in addition to their school email.
- The contents of all school-assigned email accounts are subject to search at any time for any reason without prior notification or consent of the student.
- Students should always use appropriate language in email messages. No inappropriate content is allowed including derogatory language, obscene material, or harassment of any type. Email messages of this nature will be regarded as a major violation and will be subject to disciplinary action.
- Students are prohibited from accessing any other student's or employee's email account.

Text and Instant Messaging and Audio/Video Communication

- Text messaging, instant messaging, and audio/video communication are prohibited except as part of an assigned class activity that is supervised by faculty or administration.
- Listening to music is permitted on campus only with the permission of the teacher. Audio on computers should be turned off unless required for the activity being conducted.
- The use of any headphones or other audio device that covers or impairs the ability of both ears to hear simultaneously is prohibited on school property. Only one ear may be used for listening to audio through headphones or other audio devices.
- Zoom or other conferencing software may only be used at the direct instruction/supervision of a teacher.

Photography and Video/Audio Recording

- No photos, videos, or audio recordings may be made by students on campus at any time for any reason unless directly instructed to do so by a school employee for academic purposes. (Prior permission from all parties being recorded is required).
- No photos, videos, or audio recordings may be made in any school restroom, dressing room, or locker room at any time.
- Any violation of this section will be considered a serious offense.

Laptop Care and Use

- Laptops should be handled with respect and care. Inappropriate treatment of school laptops is not acceptable. ● School-issued. Laptops must be in one of the following locations: a student's possession, a locked classroom, a locked locker, or in the library charging station.
- If a student's laptop is unavailable for use, the student should see the Technology Department immediately.
- Students may not lend a school-issued laptop to anyone or borrow a school-issued laptop from anyone. ● Laptops must be carried and transported in a school-issued case at all times.
- No food or beverages should be in the vicinity of school-issued laptops. School-issued laptops may not be used in the cafeteria, gymnasium or outside picnic tables.
- School-issued laptops must be kept clean. They may not be written on, have stickers applied to them, or be defaced in any way. If any of the preceding conditions are violated, disciplinary action may be taken.
- Students are prohibited from utilizing the command prompt interface.
- All repairs to school-issued laptops must be performed by the PCHS Technology Department. Students and parents are not authorized to have any repairs performed on school-issued laptops.

Printing

- On-campus printing is available to students in the Media Center during school hours.
- The technology department deposits \$10.00 into each student's printing account at the start of each school year. When a student's printing account balance reaches \$0.00, the student may add more funds to his/her account. ● On-campus printing is a privilege. Inappropriate use of school printing resources will lead to termination of the student's printing privilege.
- Printing from home is allowed, provided the computer does not require administrative credentials to add the printer.

Fines and Penalties

- The school reserves the right to impose fines or other disciplinary penalties for the violation of any section of this AUP. Such penalties could include but are not limited to the permanent or temporary revocation of computer usage privileges, disciplinary action, and legal action when the offense is criminal in nature.
- Laptop insurance is included in the laptop lease payments. The deductible is \$50 per claim. This insurance policy covers repairs due to accidental damage, liquid spills, power surges, fire, and natural disasters. In the event of a total loss, students will assume responsibility for the full cost of the loss. In addition, the original lease fee will continue to be charged for the replacement computer. The student assumes all responsibility for laptop damage and loss due to negligence.
- In the case of laptop abuse, repeated negligence or AUP violations, the school reserves the right to restrict usage of school-issued laptops using any combination of the following: increased deductibles, fines and/or disciplinary action. ● Students must report any violations of this AUP to the appropriate administrative staff members. Random checks of student computers will be conducted throughout the year to ensure that these policies are being followed.

Social Media Policy

Pensacola Catholic High School

PCHS is committed to developing responsible Christian individuals by providing the finest in Catholic education. Social media provides a platform for communities to inform, communicate, and enhance communication among Pensacola Catholic High School (PCHS) families and fans. Social media outlets for PCHS include Facebook, Instagram, and Twitter. The following policies provide a foundation for appropriate online communication at PCHS. While we respect the right of

students to utilize a variety of social media options, we require that the policies be followed at all times.

Social Media Participation Policy

Students must behave in an ethical manner when using social media sites by demonstrating a Christ-centered respect for the dignity of all people. Students who participate in online interactions must remember that their posts reflect on the entire PCHS community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. Posts and comments made on PCHS-sponsored sites including social media, are welcomed and encouraged, and we look forward to hearing from our community.

In posting material on PCHS-sponsored social media accounts, participants agree not to:

- Post material that is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses, or other confidential information belonging to any person other than yourself. If participants choose to post individual, private contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of PCHS or any individual or entity.
- Post material that violates the privacy of individuals.
- Post material that violates the intellectual property rights of any individual or entity
- Post material that promotes or advertises a commercial product, solicits business, membership, or financial support in any business, group or organization except those which are official sponsors of PCHS, except in designated areas specifically marked for this purpose.
- Post the same comment multiple times or post spam.
- Allow others to use your accounts to submit posts or comments.
- Submit posts or comments under multiple names, aliases, or false identities.

PCHS may review all posts and comments, edit them to preserve readability and demonstrate respect for other users, reject or remove them for any reason, and determine at its sole discretion which submissions meet the school's qualifications for posting. Any submissions that fail to follow this policy in any way may be removed. PCHS may also ban future posts from people who violate this policy.

Posting Photos, Videos, and Audio Files

For the protection and safety of all in the PCHS community, those using PCHS-sponsored social media sites should never identify a student, parent, or employee using his or her full name with a picture, video, or audio file.

A participant agrees to indemnify and hold harmless the Diocese of Pensacola-Tallahassee, Pensacola Catholic High School, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material a participant has posted on PCHS-sponsored sites. By posting a comment or material of any kind on a PCHS-sponsored site, the participant hereby agrees to the policy set forth above.

No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Appropriate written consent for a student means a signature by a parent or legal guardian of the student.

Cyberbullying

Cyberbullying is the use of electronic information and communication devices to willfully harm a person through any electronic medium including, but not limited to, text, audio, photos, or videos.

Examples of this behavior include, but are not limited to:

- Sending/posting false, cruel, hurtful or vicious messages/comments
- Creating or contributing to websites that have stories, cartoons, pictures, or jokes ridiculing others ●
Breaking into an email account and sending vicious or embarrassing materials to others
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others
- Posting a picture/video of someone without prior permission

Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's or staff member's right to be safe and secure. Actions deliberately threatening, harassing, intimidating an individual or group of individuals, placing an individual in reasonable fear of harm, damaging an individual's property, or disrupting the orderly operation of the school will not be tolerated.

Process for Reporting Abuse

Because of the fast-paced nature of social media, participants are encouraged to immediately report any content that seems inappropriate. Please email the PCHS Technology Department (tech@pensacolachs.org) with any concerns so the issue may be investigated in a timely fashion. Be sure to provide a detailed description of the post's location such as the URL. PCHS appreciates your assistance in keeping school-sponsored social media a safe and respectful place to be involved in the school's online community.

Parental Resources

As partners in the education of our children, we are asking parents to monitor their child's social media use. If your child refuses to grant you access to their account, we strongly recommend you have them deactivate the account. The following steps will further assist parents in monitoring their children:

- Be aware of what devices your child is using to access the Internet (phone, computer, tablet, smart watches, gaming console, etc.).
- Emphasize the *public* nature of social media sites.
- Discuss the permanence of posting comments, pictures, and videos. Even if a post is removed, copies could have been made before being deleted. These copies could then be redistributed without the original poster's knowledge.
- Talk to your child about his or her privacy settings and work together to adjust them appropriately. ●
Review your child's friend list.
- Parents have the right to demand any information on the Internet about their child be removed. If

you'd like further information about using social media safely, visit the URL below.

<https://www.consumer.ftc.gov/articles/0012-kids-and-socializing-online>

A student's participation in social media sites is not necessary for classroom use and is completely left to the discretion of a parent or legal guardian. Social media sites will be blocked by the school's content filter and any attempt to access them from a school-owned computer will be met with disciplinary action.

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TECHNOLOGY ACCEPTABLE USE POLICY AGREEMENT
Pensacola Catholic High School
2024-2025

Students are required to adhere to all provisions and conditions set forth in this Acceptable Use Policy. Any violations of this policy may result in disciplinary action, the loss of computer privileges, and possible legal action.

Students must report any known violations of this Acceptable Use Policy to appropriate administrative staff members.

I agree to abide by all provisions of this Acceptable Use Policy. I understand that any violations of this policy may lead to disciplinary action, including temporary loss of computer privileges.

_____ Student
Name Grade

_____ Student
Signature Date

Parent Name

_____ Parent
Signature Date

