COMPUTER ACCEPTABLE USE POLICY

La Salle Academy provides technology-driven resources to enhance the educational experiences of each student. These resources are a means for improving the skills of critical thinking, researching, collaborating, disseminating information and communicating via the Internet with others for educational purposes. While the Internet offers a wealth of information and experiences to its users, every student and every parent is reminded that the privilege of using this tool comes with responsibilities.

The equipment provided for student use is the property of La Salle Academy and use of the computers and access to the network is a privilege, not a right. Every student is expected to exercise this privilege in a responsible manner, both on and off campus, consistent with the educational objectives and Lasallian values of the school. Activity that is disruptive or offensive is inappropriate and will be reported to the school’s administration. The administration has the right to monitor all activity on the network so as to promote the responsible use of telecommunications service and may take disciplinary action against a student and/or deny or suspend computer privileges at any time if a student’s activity on the computer network is suspected of violating this policy. Every student is responsible for good behavior on school computer networks just as he/she is in the classroom. Communications on the network are often public in nature. General school rules for behavior and communications apply. Each student must be mindful of proper conduct, appropriate language, respectful photographs, and responsible statements when using Internet sites, i.e., Facebook, Twitter, etc. Because connection through the Internet and email provide access to computer systems globally, students and their parents/guardians must understand that La Salle Academy and the system administrator have limited control over content. While the Internet provides much valuable educational information, some objectionable material also exists. The information may be defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or otherwise illegal. La Salle complies with filtering standards required for protecting and regulating student access to the Internet. Attempts to bypass filtering software are prohibited and any student engaging in such behavior is subject to disciplinary action.

Software provided to a student is a curricular resource. No student may install, upload, or download software without the consent of the system administrator. Use of any software with the purpose of damaging the account(s) or other user(s) or the school’s network (e.g. computer virus) is specifically prohibited. The system administrator, classroom teacher, or librarian, reserves the right to refuse the posting of files and/or to require the removal of files.

A student may not place any copyrighted material on the school network without author permission. The owner(s) may upload copyrighted material to the system. A student may download copyrighted material for his/her own use with the permission of the owner. The permission must be specified in the document, on the system, or obtained directly from the author.

A student will not participate in any unauthorized real-time conferencing (talk/chat/Internet relay chat) or any interactive communications features.

A student will not email or post to websites or blogs any unauthorized images, photos, or video of employees of La Salle Academy. This includes the creation of fan pages or groups on social networking sites.
A student may not establish personal web sites or any unauthorized Internet site using the La Salle Academy name or concerning La Salle school activities.

Any student engaging in any of the above prohibited activities may lose access to the network and may be subject to disciplinary action.

**School Network:** La Salle’s computer network is not available to a student without prior permission of a member of La Salle’s Technology Office. A student who wishes to use a computer or personal communications device (PCD) that interfaces with, or utilizes the school’s network resources, must first get approval from the Technology Office. Any network storage areas will be treated like school lockers.

The Technology Office may review files and communications to maintain system integrity and insure that every user is employing the system responsibly. Every user should not expect that files stored on school servers will be private.

**Misuse of Computer Equipment or Networks:** School computers are intended for educational purposes. The computer equipment or network may not be used for non-academic games, spamming, chain letters, financial gain, advertising, social networking (such as Facebook or Twitter) or bullying. Tampering with, and vandalism of, the school’s computer equipment is prohibited; this includes – but is not limited to - changing computer settings, introduction of viruses, “hacking” or attempts to destroy data, hardware, software, and/or physical damage to technology. A student is responsible for the equipment he/she is using. A student who commits malicious damage to any computer equipment will be financially responsible for the cost of restoring, repairing, or replacing the damaged equipment.

**Storage Devices:** USB Flash drives (or any other storage devices or media including various online storage sites) used in school should only contain files/information that are appropriate to a school setting. Any student found with files or data that are inappropriate will have his/her access to the computer network suspended immediately, the storage device will be confiscated, and the student will face disciplinary action.

**E-mail:** E-mail may be used for transmission of school-related materials. Every student must take care not to store e-mails that may be deemed in violation of La Salle’s mission. Such e-mails may result in disciplinary action. E-mail and other internet-based communications systems may not be used for cheating either within school hours or outside of school hours.

**Internet Uses Which Are Prohibited:**
A student is not to engage in any of the following non-exhaustive list of Internet uses:
- harassing, insulting, bullying or attacking others, or infringes upon or violates the rights of another person,
- sending or displaying offensive messages or pictures,
- using obscene language or profanity,
- engaging in or promoting violence,
- engaging in racial, gender, or other slurs,
- game playing
- violating copyright laws or plagiarism of any material,
- trespassing in others’ folders, work, or files,
• employing the network for commercial purposes,
• impersonating another member of the La Salle community

Security: Security on any computer system is a high priority, especially when the system involves many users. If a student feels that he/she can identify a security problem on the system, he/she must notify the system administrator. The student should not demonstrate the problem to others. Attempts to log into the system using either another user’s account or as a system administrator will result in the termination of the account. A student should immediately notify the system administrator or other administrator if they have reason to believe that someone has obtained unauthorized access to his/her account. Any student identified as a security risk will have his/her network use terminated and be subject to other disciplinary action.

Vandalism: Vandalism is defined as any malicious attempt to harm, interfere with, or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any student who commits vandalism will lose his/her system privileges and will be subject to disciplinary action. A student who violates any portion of this acceptable use policy may lose the privilege of access to the Internet in school and may face additional disciplinary action as determined by the La Salle Academy administration. When applicable, law enforcement agencies may be involved. The Administration reserves the right to update and revise this policy throughout the school year as needed.

ELECTRONIC EQUIPMENT
A student may use a personal electronic communication device (hereafter referred to as a “PCD”) or personal computer in class as part of an educational activity or assignment as directed by a teacher. When using the device within the class, the student may use it only to complete the teacher-assigned work. The use of a computer or PCD for non-academic purposes during the school day – such as for texting, use of email, playing games, and/or exploring the Internet, etc. – is prohibited. Unauthorized and/or inappropriate use of a PCD or electronic equipment during the school day is prohibited and may result in disciplinary action. Anyone using electronic equipment which embarrasses another person is subject to serious disciplinary action. Video and/or audio recording equipment may not be used on school property without the permission of the student’s class dean. A recording device may be used to record classes when a need exists but only after arrangements are made between the student’s guidance counselor or class dean and a student’s teachers. A student assumes all responsibility when he/she brings a PCD or personal computer to school. The Administration reserves the right to examine the content of a student’s electronic communication device for photos, videos, Emails, text messages, etc. which may indicate violation of school policies, rules, and/or regulations.