



CRISTO REY KANSAS CITY

A SISTERS OF CHARITY OF LEAVENWORTH HIGH SCHOOL

Technology/Internet Acceptable Use Policy (AUP)

Access to computing devices and the Internet is an excellent opportunity to interact with the world at large, enriching the learning that takes place both in and out of classrooms. The opportunity to access the Internet brings with it a number of responsibilities. In order to use the computing devices and Internet services available through Cristo Rey Kansas City (CRKC), students and their parents/guardians must read and sign the following Technology/Internet Acceptable Use Policy (AUP).

Inappropriate Conduct

The use of any CRKC computing device which provides access to the Internet is a privilege, not a right. Access may be revoked by instructors, staff, or administrators at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to:

- Using the computing devices/Internet in any way that violates federal or state law, or local ordinance, including copyright laws as they pertain to text, graphics and software.
- Deleting, examining, copying, or modifying files, e-mail and/or other data belonging to other students or staff without their prior consent.
- Using obscene, abusive, or otherwise inappropriate language, sound files or images in either public or private files or messages.
- Using any computing device to harass, discriminate against, bully or threaten others in either public or private files or messages.
- Using the computing devices/Internet to cheat.
- Using blogs or social media sites, including, but not limited to, Instagram, Facebook, SnapChat and YouTube for inappropriate posting of "self" or "Cristo Rey Kansas City High School."
- Posting pictures of others without their prior permission.
- Using the computing devices/Internet to obtain, view, download or otherwise gain access to potentially objectionable materials in any form. (CRKC administrators have sole discretion when determining what is objectionable.)
- Removal of the Intune profile
- Acting in any unauthorized, deliberate manner that damages or disrupts an computing device, (including the willful introduction of viruses, malware or other disruptive/destructive programs), alters its normal performance or causes it to malfunction.

The consequences of such misconduct include:

- 1st offense - Device may not be taken home for 3 days. The device is checked in with the IT team at the end of each school day. Failure to turn in the device escalates to 2nd offense.
- 2nd offense – Escalation to Dean of Student Life and a parent meeting.

School Review of Student Electronic Media

1. CRKC reserves the right to inspect all material stored on its computing devices at any time with or without notice.
1. All CRKC's computing devices will monitored, managed and secured through Intine, our Mobile Data Management program.
2. CRKC will block any application it deems inappropriate, unnecessary or contains security risks.

3. E-mail communications should be considered neither secure nor private.
4. CRKC's computing devices and Internet access are provided primarily for educational purposes. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, non-school purposes is understandable and acceptable. All such use shall be done in a manner that does not negatively affect the availability of the device for school purposes. Non-educational use may be limited at any time by school staff.
5. Rules and regulations for technology usage will be revised and posted from time to time by the faculty/administrators of the school and/or the network. All users of computing devices and the Internet will be subject to these rules and regulations.
6. CRKC retains the right to erase any and all data, along with applications on the tablet or laptop for any reason, with or without notice.

Limits of Access to Electronic Media

1. Information services and features contained on the CRKC network are intended for the private use of its patrons. Any commercial use, use for personal financial gain or other unauthorized use of those materials, in any form, is expressly forbidden.
2. CRKC's computing devices and network are intended for the exclusive access by its registered users. Each user is responsible to protect his/her password and account. Any problems which arise from the misuse of a user's account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges.
3. Commercial software and applications are placed on the devices for the use and convenience of students and staff. Any unlawful use such as the copying of copyrighted material without the express written permission of the owner or the proper license is prohibited.
4. CRKC does not warrant that the functions of the system will meet any specific requirements individuals may have, nor that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost information) sustained or incurred in connection with the use, operation, or inability to use the system.

Role of Parents/Guardians

It is important for students and parents to communicate on the importance of safe, responsible and ethical computer/Internet use. The following links can provide some guidance

- a. www.microsoft.com/security/family-safety/default.aspx#Internet-use
- b. www.NetSmartz.org

Parents signing this AUP (Acceptable Use Policy) are agreeing:

- To enforce compliance with the AUP when teens are at home using devices belonging to the school.
- That teens will access services such as Email and the Internet from school and home.
- To assist CRKC staff by setting and conveying appropriate standards for my teen to follow when using, selecting, sharing or exploring information and media at home and at school.
- To indemnify and hold CRKC harmless from any claims resulting from their teens' activities while using the school's computing devices/Internet facilities that cause direct or indirect damage to them, CRKC or any third party.

Parents signing this AUP also understand that:

- Individuals and families may be held liable for violations. Some materials on the Internet may be objectionable, and parents accept responsibility for guiding their teens.

- While CRKC **DOES** use a filtering system, and is compliant with the Children's Internet Protection Act (CIPA), it does not have control over all Internet information or incoming e-mail, and cannot always prevent users from accessing the full range of information available.
- Misuse or mistreatment of school equipment may result in fines (for the cost of replacing lost, stolen or damaged hardware), loss of privileges or any other school disciplinary or legal action deemed necessary.



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Student and Parent Acceptable Use Policy Agreement

This agreement will remain in force throughout the course of my enrollment at Cristo Rey Kansas City until and unless it is deemed appropriate by school administration to update it.

Parent / Guardian Agreement

As the parent or legal guardian of the student named below,

- I have read and understand the CRKC's Technology/Internet Acceptable Use Policy (AUP).
- I hereby agree to enforce compliance of the AUP when my teen is at home using CRKC's computing devices.
- I grant permission for my teen to access services such as E-mail and the Internet from school and home.
- I will assist the staff of CRKC by setting and conveying appropriate standards for my teen to follow when using, selecting, sharing or exploring information and media at home and at school.
- I indemnify and hold CRKC harmless from any claims resulting from my teen's activities while using the school's computing devices/Internet facilities that cause direct or indirect damage to them, CRKC, or any third party.
- I understand that individuals and families may be held liable for violations.
- I understand that some materials on the Internet may be objectionable, and I accept responsibility for guiding my son or daughter in following the CRKC Technology/Internet Acceptable Use Policy.
- I understand that while CRKC **DOES** use a filtering system, and is compliant with the Children's Internet Protection Act (CIPA), it does not have control over all Internet information or incoming e-mail, and cannot always prevent users from accessing the full range of information available.
- I understand that misuse or mistreatment of school equipment may result in detentions, fines for the cost of replacement of damaged hardware, or any other disciplinary or legal action deemed appropriate by CRKC.

Printed Name of Parent/Guardian

Parent/Guardian Signature

Date

Student Agreement

As a user of the CRKC computing devices and Internet network,

- I have read and understand the CRKC's Technology/Internet Acceptable Use Policy (AUP).
- I hereby agree to comply with the AUP when using the CRKC's computing devices and/or the Internet at home and at school.
- I will use CRKC's computing devices in a responsible fashion while honoring all relevant laws and restrictions.
- I understand that misuse or mistreatment of school equipment may result in fines (for the cost of replacing lost, stolen or damaged hardware), loss of privileges or any other school disciplinary or legal action deemed appropriate by CRKC.
- I indemnify and hold CRKC harmless from any claims resulting from my activities while using the school's computer/Internet facilities that cause direct or indirect damage to me, CRKC, or any third party.

Dos and Don'ts

Here are some key understandings about computing devices checked out to students. Each student agrees to the following:

- I will charge my device at home each day in order to be prepared for class.
- I will leave my charger at home.
- I will leave my device in the case or cover that is issued to me so that it will be protected.
- I will not eat or drink while using my device.
- I will keep my device out of sight when traveling in public (walking or riding a bus).
- I will use my device responsibly.
- If my device is lost or broken, I will report immediately to the IT staff.

Printed Name of Student

Student Signature

Date