

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Today's culture relies upon and demands fluency in the digital world. In support of our mission and goals, Knoxville Catholic High School (KCHS) recognizes the opportunity to utilize technology to enhance Catholic school education and to ensure students are effective and responsible digital citizens. To equip our students with 21st century skills, KCHS has implemented a Bring Your Own Device (BYOD) program. The integration of technology to support the educational process will facilitate catholicity, communication, creativity, critical thinking, and collaboration.

In support of the technology initiative, KCHS provides network access and Internet connectivity. Use of the network should support Catholic school education and be consistent with the mission of the school. To safeguard the privilege of computer use, the values of good judgment and Christian responsibility are expected of all KCHS computer users.

USE OF NETWORK AND PERSONAL DEVICES: Students are granted the limited right to use their personally owned technology resources at Knoxville Catholic High School upon return of the signature form from the Parent and Student Handbook, which contains the Acceptable Use Policy for Technology. Students using personal devices must follow KCHS policies while on school property, attending any school-sponsored activity, accessing KCHS resources, using the KCHS network, or while interacting with KCHS community members. Students understand that KCHS personnel may monitor and access any equipment connected to Knoxville Catholic High School network resources as well as student computer activity. Students must provide login credentials to access the personal device upon request by the President or his designee.

Knoxville Catholic High School is not liable for any loss/damage/theft of a personally owned device or a borrowed one.

KCHS requires a Microsoft Windows device for the BYOD initiative. Use of unapproved personal equipment, including MacBooks and Chromebooks, on the KCHS network is prohibited.

Students will be responsible for the condition of any device brought to school, including updates, antivirus software, configuration, and any other normal maintenance.

Authorized personal devices should be charged outside of school unless specific permission is granted by a staff member. Students should bring laptop power cords to school in case emergency charging is necessary.

Student personal devices should connect to the KCHS network ONLY through the KCHS-Secure wireless network. Students should refrain from use of the KCHS-Guest wireless network due to restrictions in place for guest network usage.

Knoxville Catholic High School will not be responsible for any damages suffered including loss of data resulting from delay, non-deliveries, service interruptions, or inaccurate information. The person operating the device accepts personal responsibility for any content obtained via the Internet or other electronic sources and for his/her actions on the Internet.

GENERAL GUIDELINES FOR USE OF KCHS COMPUTING RESOURCES/PERSONAL DEVICES: No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from KCHS, except for approved projects with the express permission of the teacher. Devices

may not be used to slander, bully, or denigrate any student, visitor, staff member, faculty member, administrator, on or off campus at any time.

Computer users may not associate a website, account, app, or other entity with the KCHS name or the names of faculty or staff members without proper authorization. Computer users may not represent the school by name, logo, or identity in a formal or informal publication, document, or program without prior approval.

All network communication must be polite, kind, and free from inappropriate language. Users may not engage in personal attacks, harassment, or knowingly post private or defamatory information about another person.

Use of devices for entertainment or recreational use may be limited by KCHS IT staff based on the level of distraction and/or network resources used.

In the classroom, the teacher is the determiner of appropriate use of technology. It is unacceptable to attempt to use technology in ways that are inappropriate, not indicated by the instructor, or that run counter to the educational purpose of the class.

Students are responsible for having a fully functioning computer in each class. If the student's computer is not functional, the responsibility rests with parents and students to make alternate arrangements while the computer is being serviced. Students who do not make alternative arrangements risk academic point deductions at the discretion of the assigning teacher.

Students are responsible for all activities conducted when using devices and accounts and must take all reasonable precautions to prevent others from being able to use their accounts.

Students must use locked lockers or other secured means, such as locked classroom or office, to store devices when not in use, and should not leave devices unattended.

Students will not attempt to gain unauthorized access to KCHS network resources or to any other computer system. This includes attempting to log in through another person's account or access another person's files.

Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. Students must take precautions to avoid the spread of computer viruses.

Students will not use KCHS network resources to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination toward other people, or to engage in any illegal act. If a student accidentally accesses this type of information, he or she should immediately notify a member of the faculty.

Students will not install software on any KCHS computer or the KCHS network or alter hardware or software setups on any KCHS computer resources.

INTERNET SAFETY GUIDELINES: Students are expected to adhere to the following safety guidelines:

- Never post name, address, phone number, financial information, social security number, or other personal information electronically without the permission of a parent AND teacher AND administration.
- Never agree to meet in person with anyone they have met online without approval of a parent or guardian.
- Notify a member of the faculty or administration immediately if they receive a message that may be inappropriate.

FILTERING AND MONITORING: KCHS will make every reasonable effort to protect Internet users from unacceptable content with means such as filter, supervision, and education, but students may find ways to access unacceptable material. Every user must take responsibility for his/her use of the network and Internet and avoid objectionable sites. All Internet filtering methods and system restraints are to be respected. Electronic activity will be monitored.

COPYRIGHT AND OWNERSHIP OF WORK: Students will respect copyright laws and licensing agreements pertaining to materials entered into and obtained through the Internet or other electronic sources.

Students are required to give proper credit to all Internet sources used in academic assignments. This includes all forms of media, such as graphics, movies, music, and text.

SCHOOL-PROVIDED SOFTWARE/EMAIL: The content of all school-assigned email accounts and associated applications is the property of KCHS and is subject to search at any time for any reason without prior notification or consent of the assignee.

Students are required to utilize the email account provided by KCHS for school related correspondence. The KCHS email account should be regularly monitored and used only for the exchange of appropriate information. School email addresses are not to be given to any websites, companies, or other third parties without the explicit permission of school staff. Only school related attachments may be sent through the school email system.

Access to school provided email and associated applications (e.g., Microsoft Office Suite, OneDrive) is available only while the student is enrolled at KCHS.

Students should utilize the offline Microsoft Office applications in the event of Internet connectivity issues.

DISCIPLINARY ACTION: Lack of good judgment and/or Christian responsibility in the use of technology will be just cause for serious disciplinary action which will include, but not be limited to, any of the following actions:

- Referral to Honor Code Committee
- Temporary suspension of technology use privileges
- Detention
- Suspension
- Expulsion
- Action deemed appropriate by the President or designee