

## Lexington Catholic High School Data Device and Network Services Responsible Use Policy

In support of our mission statement and educational objectives, Lexington Catholic High School offers students access to computers and the Internet. The use of these technologies will help students acquire knowledge from all areas of the world as well as skills for accessing and using electronic information from databases, search engines, and other online materials. While the intent of the school is to provide Internet resources for constructive educational goals under close supervision, students may find ways to access unacceptable material. The nature of Internet searching entails students accessing information that is not preselected as are textbooks or library materials. We believe that the benefits to a student's education outweigh the disadvantages; however the students are expected to use all technology in a manner which promotes academic integrity and the school's mission. Parents and guardians of minors, as well as school personnel, are responsible for setting and conveying the standards their children should follow when using media.

Students are responsible for good behavior while using computers and other electronic devices just as they are in a classroom or school hallway. As communications on the Internet are public in nature, general school rules for behavior and communications apply. **Access to the Internet is granted to students for academic purposes only.** Students must agree to act in a considerate and responsible manner when using computers at school. Access may be revoked if abused. Students are advised never to access, keep, or send anything they would not want their parents or teachers to see. For reasons of safety, a student should never reveal any personal information such as name, address, or contact information over the Internet.

The following rules apply to the use of all electronic devices and network services at LCHS (both personally owned and LCHS supplied):

- Use of LCHS computers and network services is for academic purposes only. Students may not use any device or service, personally owned or otherwise, for non-educational purposes during school hours unless granted permission by the Vice Principal/Dean of Students or an instructor.
- All digital information accessed via LCHS network services must be used in an ethical manner. This includes (but is not limited to) use of copyrighted material or intellectual property belonging to another.
- Rules of proper, polite, and respectful etiquette and behavior must be observed at all times when using any LCHS network service or resource.
- The school will provide a wireless network for students to use to access the Internet and other LCHS services when classroom work requires it. Use of cellular data services within the school is not permitted.
- Students are required to have an LCHS registered personally owned device for use during the school day. All work done on a personal device during a class must be relevant to that class. When not required for class, BYOD devices should be turned off and secured from use.

- Any device connecting to the LCHS data network is expected to be free of virus and eavesdropping activity and have an up-to-date anti-virus solution in place.
- All internet filtering methods and system restraints are to be respected. Bypassing internet filters by using proxies or other readily available off campus services is not permitted.
- No device, personal or otherwise, may be used to record, store or transmit any type of image, sound or video from LCHS except for approved projects with the express written permission of the instructor.
- Users are expected to report illegal or unauthorized use of the network to the supervising instructor, a school administrator, or the information services administrator.
- If reasonable belief exists that a student has violated the terms of this agreement or other school policy while using either school supplied OR personally owned computing equipment, the student's network utilization records and/or device may be inspected and/or confiscated by LCHS administrators.

Students who fail to follow this Responsible Use Policy will face disciplinary action. All use, whether or not explicitly mentioned in this policy, must be consistent with the philosophy, goals, and educational mission of the school. LCHS administrators reserve the right to determine whether a particular use is or is not consistent with the purpose of the school and apply consequences appropriate to the situation. Possible consequences may include detention, loss of network access, and legal action.

Lexington Catholic High School personnel will strive to provide dependable access to computer resources and the Internet. However, the school and its personnel are not liable for any information that may be lost, damaged, or made unavailable due to technical difficulties. They cannot be held liable for student misuse of computers or other electronic devices, network services, or the Internet.

### **BYOD Responsible Use Policy**

The following policies apply to personally owned computing devices used by students while at LCHS or when remotely accessing LCHS services. These policies are in addition to the *LCHS Data Device and Network Services Responsible Use Policy* outlined in the *LCHS Student Handbook*:

- All students (and their parent or legal guardian) must review the *LCHS Student Handbook* and sign the *Student Handbook Letter of Agreement* before access to the LCHS student wireless network will be granted. (The form can be downloaded from [www.lexingtoncatholic.com/technologyrequirements.html](http://www.lexingtoncatholic.com/technologyrequirements.html)).
- All personally owned devices must be registered with the school's IT department before being used within the school. Only devices on the approved BYOD list will be eligible for registration. (Please refer to [www.lexingtoncatholic.com/technologyrequirements.html](http://www.lexingtoncatholic.com/technologyrequirements.html) for the latest release of the BYOD device list).
- Each student may register one device. At registration time, the device manufacturer and Wi-Fi MAC address will be recorded. Use of a mac address on multiple devices is not permitted.
- Each student is fully responsible, at all times, for their personally owned device. LCHS is not liable for loss/damage/theft of any personally owned device.

- Each student is fully responsible for the condition of their device, including system updates, required software, antivirus software, and any repairs required to allow the device to adequately function throughout the school day.
- Personal devices should be charged and recharged outside of school, unless specific permission is granted. Personal devices should be capable of lasting a full day without recharging.

In addition to these policies, the *LCCHS Data Device and Network Services Responsible Use Policy* as outlined in the student handbook will apply to any device, personally owned or otherwise, that is used within the school or while accessing school resources either locally or off campus.

## **Student Photographs**

Lexington Catholic High School assumes permission to use any student's photograph or video in marketing purposes for the school (i.e. the school website, Facebook, print materials, etc.). If you do not want any photo or video of your student(s) used for marketing purposes, you must ***notify the school in writing, to the attention of the Marketing and Communications office.***

## **General Rules Special Regulations**

### **Non Registered Electronic Devices**

Portable radios, electronic games, cell phones, electronic organizers, I Pods, and similar devices are not permitted in classrooms or hallways during the school day. They must be turned off and kept in the student's locker until dismissal. They will be confiscated and held by the Assistant Principal if they are found outside of lockers. A detention will be issued. ***The second offense will result in a suspension.***

### **Searches**

Lexington Catholic High School may search any student or possessions of any student on school property for any reason a school official deems necessary. These searches may include, but are not limited to, lockers, wallets, purses, cars, clothing, and registered or non-registered electronic devices. Searches may take place with or without student knowledge.