

**ACCEPTABLE USE POLICY:** The Convent of the Visitation School, as described in its Mission Statement, provides an excellent education within a Catholic environment permeated by Salesian Spirituality. In accordance with the Mission and in conjunction with the Strategic Plan, Visitation School developed this policy as a guideline for acceptable and safe use of the Internet, school systems, and electronic communications. St. Francis de Sales, founder of the Visitation order, was a strong proponent of the little virtues. These virtues - *kindness, thoughtfulness, patience, courtesy, graciousness of manner, gentleness, simplicity, and common sense*- make a great difference in any community. Today, the online and virtual worlds are an extension of our Visitation School community where we must continue to embrace these virtues. In addition, Visitation School holds in high regard personal and academic integrity as well as provides an atmosphere where each person is valued and trust is genuine.

These ideals continue to apply whether a student is on or off campus. The School expects student behavior in the electronic world to be in line with Visitation School's Handbook Policies and reflect a commitment to the Visitation Community just as it would in face-to-face interactions. Whether spoken or written, words can hurt or heal. Students are expected to be courteous, well mannered, and respectful both in person and on-line. Electronic communications are replicable and can be downloaded, copied, forwarded, published, or traced. Demeaning, disrespectful and harassing communications words, images, videos, etc. will last forever on the internet.

Visitation School provides technology resources for educational purposes supporting its mission. **The use of these resources is a privilege, not a right.** The resources include, but are not limited to, telephones, desktop computers, laptops, digital cameras, printers/copiers, AV equipment, servers, network connections and the Internet, and stored electronic data.

**Intended Use:** All school resources, including technology, are to further educational and personal goals consistent with the mission of Visitation and other school policies. Visitation expects respectfulness and appropriate language in all communications, including e-mail, blogs, wikis, web pages, podcasts and other electronic forums. Use of the Internet and communications through the network and email have no guarantee of privacy and should be treated as if they occur in public. The use of equipment and online resources may be monitored or tracked by Visitation School or a designated third party at any time without further notice.

Visitation students must observe the following:

1. Respect and practice the principles of the Visitation community.
  - Comply with teacher/staff member requests regarding laptop use.
  - Communicate only in ways that are kind and respectful.
  - Report threatening, inappropriate, or discomfoting materials to a teacher or administrator.
  - Do not send spam, chain letters, or other mass unsolicited mailings to members of the Visitation community or more broadly.
  - Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project by a teacher or administrator.
  - Do not engage in any form of harassment or cyber bullying.
  - Do not access, transmit, copy, or create material that violates Visitation's Handbook Policies including, but not limited to, material, language, images, and messages that are illegal, sexually-explicit (including nudity), threatening, rude, discriminatory, harassing or disruptive to the educational process.
  - Not use the school resources to engage in or assist any illegal act.
2. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Do not share your passwords with others or use or copy other students' passwords.
  - Do not post or distribute private information about another person including, but not limited to, contact information, access codes or passwords without that person's permission.
  - Do not re-post or re-transmit a message that was sent to the user privately without the permission of the person who sent the message.
  - Do not use the system to gain unauthorized access to information resources or to access another person's materials, information or files without permission of that person.
  - Do not record teachers or students without their permission.
  - Respect the privacy of others at all times – laptops, digital cameras and other technology are not to be used in school bathrooms and locker rooms.
3. Respect and protect the integrity, availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.

- Receive approval of the technology department to borrow school equipment. Equipment, must be reserved, checked out, and returned promptly in good working order. Other than school-issued laptops, equipment is not intended for home or personal use and should not be taken off campus or removed from its designated location without authorization of the technology department. Students are accountable for school equipment that they check out, and may be billed for lost, stolen, or damaged equipment.
  - Bring to the attention of the technology department any physical damage or missing equipment as soon as possible.
  - Do not attempt to bypass blocked sites e.g., Facebook.
  - Do not download or install software without permission of the technology department.
  - Do not destroy or damage data, networks, or other resources. Any malicious attempt to harm or destroy equipment or data will result in the loss of the privilege and other disciplinary action.
  - Do not use Visitation School's system to vandalize, damage or disable the property of another person or organization; make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means; tamper with, modify, or change the school system software, hardware or wiring; take any action to violate the school system's security; and in such a way as to disrupt the use of the system by other users.
  - Do not attempt to gain or allow unauthorized access to Visitation School's system or any other system through school's system.
  - Do not attempt to or allow someone else to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.
4. Respect and protect the intellectual property of others.
- Do not infringe copyrights (such as making illegal copies of music, games, or movies).
  - Do not plagiarize. Users must give proper credit when using materials created by others by citing the source of such materials.

Visitation School considers its mission, strategic plan, and educational objectives when purchasing, repairing/replacing, adjusting, and/or providing access to a particular resource. This practice includes filtering of some internet content. The use of the school's technology, including access to the Internet, is a privilege and not a right. Illegal, unauthorized, or inappropriate use, including attempting to bypass Internet content filters, may lead to loss of this privilege and/or other disciplinary action. However, the fact that certain content is not blocked does not mean that accessing the information is permitted. You must use your good judgment consistent with this policy and seek direction from your teacher or other school personnel if you are unsure.

Use of the school's computer system and use of the Internet shall be consistent with other school policies and the mission of the school, including the policies on academic integrity, respect and harassment. This Acceptable Use Policy applies to all student activity on campus or off campus, on the school-issued computer, on the school's network, and outside of the school's computer and networks. Students' conduct must be in line with Visitation School's Handbook Policies whether on campus or off campus and apply not only during the school day but at all times. Students participating in a 1:1 program must also comply with the Visitation 1:1 Laptop Manual. Visitation School retains the right to discipline its students according to our policies and guidelines. We urge students to use caution and compassion in determining the messages and pictures that they post to the Internet about themselves and others.

**No Expectation of Privacy:** Visitation reserves the right to monitor any student's school-related emails, Internet use and computer files for business and/or educational purposes. Such purposes may include, but are not limited to, ensuring that students are using Visitation computers in a manner consistent with this policy, day-to-day management of the system; monitoring performance or productivity; preventing a suspected adverse impact on the school, its students, or its employees; and/or investigating possible violations of this or other school policies.

1. By using the school's system a student is considered to have consented to such monitoring. Maintenance and monitoring of the school system may lead to a discovery that a user has violated this policy, another school policy, or the law.
2. Because the school may monitor students' email, Internet use and computer files, students have no expectation of privacy in any aspect of their use of the school network or hardware.
3. Parents have the right at any time to investigate or review the contents of their child's files stored on the school network or school computers.
4. The school will cooperate fully with any investigation by local, state and federal authorities concerning or related to any alleged illegal activities conducted through the school's computer system.

**Parent Responsibility:** Outside of school, parents bear responsibility for proper guidance of computer, phone, and Internet use. If the student is accessing the school's system from home or a remote location, parents are responsible for monitoring their student's use of the computers, computer system and of the Internet.

Users are required to sign a form indicating they have read and agree to the above guidelines at the time of enrollment in the school or any other time designated by Visitation School.