

Venerini Academy Acceptable Use Policy

Responsible Use of Technology

Venerini Academy has specific policies that address appropriate use of technology and digital resources. These policies include but are not limited to the sign out and use of Venerini Academy Chromebooks, iPads, and desktop computers. All Venerini Academy guidelines and policies regarding technology and electronic resources apply to computer use at school and home.

Technology Guidelines

Venerini Academy is committed to making available to all student and staff members access to a wide range of digital learning facilities, equipment, and software, including computers, computer network systems, and the Internet connection. The goal in providing this technology and access is to support the educational objectives and mission of the Venerini Academy, promote resource sharing, innovation, problem solving, and communication to enhance student learning.

The school has the right to place reasonable restrictions on the material accessed and/or posted through the use of its computers, computer network, and/or Internet connection. The use of digital resources must be in support of the school's educational objectives. Access to various digital resources is available to users for academic-related purposes only. The goal of providing digital resources is to promote educational excellence by facilitating teaching and learning, research, production, innovation, communication, and collaboration.

Access is a privilege, not a right. All school users must follow all school policies.

Privileges & Responsibilities

Usage of the Venerini Academy network and the Internet computer networking capabilities must be directly related to education consistent with the instructional objectives of this school. Neither technology equipment, the network nor the Internet may be used for frivolous reasons or excessive personal use.

Access to this infrastructure imposes certain responsibilities and obligations. Users are expected to abide by the generally accepted rules of digital etiquette and school policies. Users are not to modify the standard configuration of any computer or other technologies. Users should report any malfunction, inappropriate material or improper usage to the appropriate staff through a work order. Users should not use technology in any way that disrupts use by others or creates a hostile learning environment.

Examples of prohibited conduct include but are not limited to the following:

- Use of another user's account.
- Attempting to breach the desktop/laptop security of a computer
- Attempting to break into password protected areas of a network or tampering with network systems

- Use of the technology infrastructure to obtain or distribute racially, religiously or sexually offensive material, pornographic or sexually explicit materials, to participate in hate groups or similar groups, or to engage or enable others to engage in gambling or any other illegal activity
- Use of technology to engage in behavior prohibited by the school's anti-harassment and bullying policy.

Property Rights

Users must respect the property of others by crediting sources and following all copyright laws. Users may not download or install software without administrative permission. All software loaded on the School's hardware is the property of the School and may not be copied or transmitted to any outside party: upon termination of employment, no employee shall remove any software or data from School-owned equipment. No student or employee may copy, download from the Internet or install onto a School computer or otherwise use any software in violation of applicable copyright and license agreements.

Privacy / Electronically Stored Personal Data

The School permits the use of its computer facilities for the storage of personal data and files, so long as this does not adversely impact the operation or capacity of the system in a material way.

Users should not assume any right of privacy in the personal files maintained on the school's technology infrastructure.

Examples of this include, but are not limited to the following:

- Venerini computers, devices, network and servers
- Cloud technology such as files stored on third-party servers (for example: Google Cloud, Microsoft Office 365, Scratch, etc...)
- Venerini Webmail School Monitoring. The school has the right, but not the duty, to monitor any and all aspects of its computers, computer network systems, and Internet access. The school shall have both the authority and the right to review or monitor, with or without prior notice, the content of electronic communication for any reason, including but not limited to retrieval of information, investigation or resolution of network or communications problems, prevention of system misuse, ensuring compliance with policies for use of third-party software and information, ensuring compliance with legal and regulatory requests and enforcement of all school policies. The School also reserves the right to review, inspect the content of, and monitor all information residing on all computers and file servers for such purposes.

Students and staff waive any right to privacy in anything they create, store, send, disseminate or receive on the School's computers and computer network systems, including the Internet.

Users may not engage in activities that consume excessive amounts of network bandwidth, such as downloading, uploading and/or live streaming non-school related content. If the Venerini Technology Department suspects high utilization of bandwidth or inappropriate use of school technology resources, a user may be asked to turn over a device and any passwords.

Reminders Regarding Unacceptable Use

- Access to, submittal, publication, display or retrieval of any material in violation of any United States or state regulation is prohibited, including, but not limited to copyrighted material; threatening, racially offensive, abusive, defamatory, profane, sexually oriented, pornographic, or obscene material; or material protected by trade secret.
- Use for individual profit or gain or other commercial activities is not acceptable.
- Use for product advertisement or political action or political activities is prohibited.
- Excessive personal use or consuming excessive amounts of bandwidth
- Contributing to cyberbullying, hate mail, harassment, discriminatory remarks, and other antisocial behaviors.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data or passwords belonging to other users, or misrepresenting other users on electronic resources.
- Using an electronic resource account authorized for another person.
- Making use of the electronic resources in a manner that serves to disrupt the use of the School network by others.
- Unauthorized downloading or installation of any software, including shareware and freeware, for use on School electronic resources.
- Malicious use of electronic resources to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system.
- Any attempt to defeat or bypass the School's Internet filter by using or trying to use proxies, https, special ports, modification to the School browser settings or any other techniques, which are designed to avoid being blocked from inappropriate content or conceal Internet activity.

Saving Files

- When at school, students can save either to their designated server folder (grades 4 - 8), to their Google Drive (grades 3 - 8), or to an approved USB drive.
- Items saved to a Venerini desktop can be lost if there is a hard drive error or other equipment problems. Students should not save to the desktops.

Login Restrictions

- Google Classroom students will use their Venerini Google login for access to Chromebooks at all times - non-Venerini logins are not permitted. Students will use their Venerini Google login when accessing their Drive on desktops as well.
- Students are not permitted to login to their personal email or social media accounts while at school.

Chromebook Policy

- Chromebooks should be closed and in both hands when students walk them in class/hallways.
- Students should logout and return Chromebooks to appropriate Cart when finished.
- Keep all food and drinks out of computer labs and away from Chromebooks, iPads, desktops, and other school-owned equipment.
- Chromebooks should be used in accordance with faculty/staff instructions for the purpose of learning. Any intentional misuse of Chromebooks by a student will result in their loss of use of the device.

Parental Responsibility and Student Use of Technology Resource:

Venerini Academy is providing students Chromebooks, tablets, desktops, robotics, and other technology equipment for use as tools in their classrooms. Technology resources are property of Venerini Academy and must be treated as such.

- Students will abide by all of the Acceptable Use Guidelines as stated above in their care and use of this technology. Failure to do so can revoke their right to access Venerini devices and accounts.
- Students who participate in the use of Venerini technology resources acknowledge that it is their responsibility to follow faculty instructions and keep safe these devices at all times.
- Parents of students who use Venerini-owned devices acknowledge that they are solely responsible if devices are damaged beyond repair due to student negligence, and they are responsible for the replacement of the device at their own cost. Devices which are damaged but repairable will be fixed by the school or its vendors at the expense of the parent.

Technology Acceptable Use Policy



1. RESPECT TECH TOOLS

- 1.1 Be careful! Use gentle, clean hands.
- 1.2 Keep food, drinks, magnets and craft supplies far away.
- 1.3 Never unplug, open, take apart or shut down without teacher OK.

2. RESPECT OTHERS

- 2.1 Be kind and appropriate when communicating with others.
- 2.2 Use only your own accounts and files.
- 2.3 Never copy or use the work of others without permission.
Give credit to someone when you use his or her work.

3. RESPECT YOURSELF

- 3.1 Keep passwords and personal information private.
- 3.2 Stick to websites and apps the teacher has OK'd.
- 3.3 If you see or hear anything that makes you uncomfortable, close out and tell the teacher.

Venerini Academy
Parent/Student Acceptable Use Policy

The undersigned parent and student agrees to the following for the 2019/2020 school year at Venerini Academy:

1. The parent agrees to read with their student(s) and follow all aspects of the Venerini Academy Acceptable Use and Technology Use Policies.
2. Students should act responsibly around Venerini's technology resources and ask for help from a staff member if unsure on how to use equipment.
3. Students will speak to a staff member in the event something they see on screen seems inappropriate.
4. Students with Venerini issued Google accounts can lose their Google access in the event of a violation of Acceptable Use and Technology Use Policies.
5. Students who use technology resources at Venerini Academy acknowledge that they are responsible if device/equipment is damaged due to misuse or negligence. Their parent/guardian is responsible for the replacement of the device at their own cost. Devices which are damaged but repairable will be fixed by the school or its vendors at the expense of that parent/guardian.

In signing below, the parent/guardian and student agrees to all terms and conditions as stated on this page and in the Acceptable Use Policy.

Parent/Guardian (Please Print)

Signature of Parent

Date

Student Name

Date