Villa Maria Academy
Computer Network and Internet Acceptable Use Policy

It is the school's policy to promote an open computing environment that allows access for all individuals to computing resources. In order to protect its information assets, the school relies heavily on its computerized information systems and recognizes that all computerized resources, including software programs, data, hardware, and networks, must be protected from misuse and operated and maintained in a secure environment.

We firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of Villa Maria Academy. **The use of computers and Internet access is a privilege and not a right**. We require all students, parents/guardians, and teachers sign a binding agreement, which acknowledges that they read the terms and conditions of acceptable use and understand their inherent responsibilities.

Electronic communications facilities (such as email, VMA Intranet, and World Wide Web) are for the use of the Villa Maria community. Those permitted access to school's network or Internet services are responsible for using it in an effective, ethical and lawful manner. School communications may be picked up by the user on campus during school hours or at home through web outlook access (https://webmail.vmahs.org/owa).

Because the AUP is part of the various Student and Staff Handbooks, an individual's agreement to abide by the AUP is implicit in his/her joining the Villa Maria academy community as an employee or student. In addition, the Academy reserves the right to notify local, state and/or federal officials when it suspects that individuals are using the Academy's systems in violation of local, state or Federal laws.

Above all, the use of the Villa Maria Network is to be used exclusively by the Villa Maria Community who receive a network privilege. Villa network account holders who provide account access to unauthorized users will result in a loss of network privilege. **It is expected that a VILLA Email is the vehicle for student-teacher communication and only VILLA issued Email account will be used as a way of communicating between student and teacher.**

EMAIL GUIDELINES:

1. **It is required of all users to check their Villa Email daily** for school announcements, academic information and general mail. This mailbox is a privilege and should be maintained by the user to ensure the mailbox items do not prevent the sending or receiving of mail by the user. Edline is available to manage calendar information and school news. Users are urged to use this service to get up-to-date information on school events.
2. **Students may check their Villa email during their free time and after the 15 minute bell at lunchtime.** Electronic mail relating specifically to curricular work may be used under the supervision of a faculty member within class time. Otherwise, students should not be using email during class time.
3. **Sending or displaying offensive messages, discriminatory, obscene language or pictures is prohibited.** Harassing, insulting, or attacking others is prohibited. This includes emails sent from the user's in-school account or another Internet or web account. Messages sent under an assumed name or modified address or with the intent to obscure the origin of the message are prohibited.
4. **Email is not guaranteed to be private.** The contents of these files and the copies on system backup tapes are subject to investigation by the Director of Technology if suspicion of a violation occurs. All users must recognize that e-mail messages and other information transferred by the network may contain thoughts, conclusions and biased perceptions that were never intended for

publication. There may be liability for defamation for spreading false and disparaging information about third parties, particularly comments on students, personnel applicants, or venders. Such discussions or use of the network is expressly prohibited.

5. **No one may knowingly or recklessly distribute unwanted mail or other messages.** For example, **chain letters, blogging, photos, mass mailing of jokes or lost and found items, virus alerts** and other schemes that may cause excessive network traffic or computing load are prohibited.

6. **No student may engage in chat, discussion forums or bulletin boards that are non-educational while on campus.** Web-based access to chat, discussion boards, and instant messaging is generally filtered out by the school's content filter. Students are prohibited from acting to circumvent this filter for this purpose.

7. **Additional Email Accounts:** Within specific curriculum areas, Google Docs may be used. A gmail email may be required to access or share specific documents. It may be required that a student create a gmail account for this purpose.

NETWORK GUIDELINES

1. **Network users may not allow another person to log onto or otherwise access their accounts.** Personal privacy must be protected. Each user must maintain the confidentiality of her data and password. Passwords must be registered with the technology department once a change has been made. If a student feels that her account has been tampered with, she should contact the Technology Office immediately.

2. **If there is a problem with a Villa network account, profile settings or Villa mail, it is the user's responsibility to report this to the network administrator.** Teachers are not responsible to report student network account problems. Questions may be directed to the Technology Office, Room 305.

3. **There is NO game playing on school computers during the school day.** The use of school computers is limited to educational purposes. Loading of any freeware or shareware game programs on school computers or network drives is prohibited.

4. **Users should keep only Active files on their P Drive.** All users are issued a personal drive for which to store projects, student work, which must be kept cleaned of old files and content appropriate. The Director of Technology reserves the rights to issue warnings for exceeding the user limit for their personal drive and/or therefore delete files either inappropriate or older than 6 months to free space on the server. Users of the network must recognize that the hard drive space for storage of personal files is limited and are therefore encouraged to delete all inactive files. A user has two (2) days to clear large files out of her personal drives after a warning is issued. All student P drives will be deleted at the end of each school year.

5. **Users must strive to keep accounts free of all viruses.** All school computers have virus protection but many viruses and unwanted Adware programs still occur though the use of web-based email systems. Viruses do occur on computers both at home and school. All users should make sure that home PC's are protected from virus-related materials with appropriate software. If a user feels his or her computer has a virus or knows of a virus, the Technology Office should be contacted immediately. Users may not move, repair, reconfigure, modify or attach external devices to existing systems.

6. **There is NO Food or Drink permitted in the lab areas or near any computer at any time.** This includes after school and at lunch periods. There is a risk of permanent damage to keyboards and computers, plus the added personal risk of liquids near electronic equipment.

7. **Computer labs are to be maintained as quiet study areas.** Students who use the labs or library for study after school are reminded that serious academic work is being done and therefore,

talking should be respectful and subdued. If a student wishes to listen to music in the lab while working after school, headsets must be worn.

8. **Students are not allowed to download or install any software,** online or installed toolbars, or executables in any school hard drive (C Drive) or network server drive (P/S drives).

9. **Cyberbullying is prohibited.** Cyberbullying is defined as "willful and repeated harm inflicted through the medium of electronic media." It may involve sending mean, vulgar or threatening messages or images; posting sensitive, private or disparaging information about another person; pretending to be someone else in order to make that person look bad; or intentionally excluding someone from an online group.

10. **For a student's own safety, she should never pass along personal information to anyone on cyberspace.** Students are strongly discouraged from giving out personal information via email, websites, online forms, discussion groups or messaging systems. Keep personal information confidential at all times, including name, address, phone number, age, financial information, and email addresses. **Students are responsible for their accounts and for all activity that is conducted with their account**

EDLINE (Intranet)

1. **All Students, Staff and Parents will receive access to *Edline* (web Intranet).** An activation code allows Villa Community to access rosters, class schedules, grades and more. Specific and pertinent school information will be posted on *Edline* and can be accessed by visiting http://www.edline.net/pages/vma or accessing the Villa website at http://www.vmahs.org and selecting the *Edline* link.

2. **Student Rosters and demographic information will be posted on Edline**. Any grade reports, roster schedules and Edline submissions are to be done within Edline. Demographic information may be updated by parents throughout the year through the Edline portal by accessing "My Account."

3. **All students are required to check their email and *Edline* accounts daily for class, course and activity updates.** Most school correspondence for the school community will be delivered on *Edline*.

4. **All students MUST have their school email accounts registered within their *Edline* accounts.** Teachers and the school will be communicating through *Edline* email, and students will need to have the school-issued email accounts registered to their *Edline* accounts with a check "to accept messages from the school." Parents should not use the same account as their daughters so that messages and pertinent parent information is sent directly to the parent account.

5. **Cloud Storage is available for all users.** All students have 100MB of free storage space in the form for File Lockers on Edline. This is a good place to keep current files, project work, etc. for access from home. School "P"drives are not accessible from home. Additional cloud storage may be obtained by the user through outside services like Gmail, Google Docs, Hotmail etc. Students may use these services throughout the school day.

POWERSCHOOL

1. **Student Rosters and demographic information will be posted on *PowerSchool*.** Any grade reports, roster schedules and phone contacts are updated on the *PowerSchool* Portal.

2. **Emergency Calls and Contact from VMA**.   All families will receive weekly news and occasional emails/flyers through the PowerAnnouncement System. If you choose to add an additional email or phone number for such contacts, please do so using the PowerSchool parent portal. You may also wish to remove a number from being contacted.

3. Questions about accessing *PowerSchool* should be directed to Mrs. Maria Faragalli at mfaragalli@vmahs.org in the Curriculum Office.

OUTSIDE USE (School Resources)

All Users are to be respectful of themselves and the Villa Maria Academy name when posting to blog/Social Media sites off campus. Students who carelessly post personal information about themselves which tarnishes their images or the image of the school should expected to be disciplined. Villa Maria Academy reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours. Inappropriate use may include, but is not limited to: harassment, use of school name, remarks directed to or about teachers, offensive communications and safety threats.
Students are responsible and will be held accountable for what they post on public web sites. Also, students are prohibited from posing as faculty/staff online or creating accounts (Twitter, Facebook, etc.) using another person's identity or personal information. Anything inappropriate, not in line with the values and beliefs of VMA, which is brought to the attention of the Dean of Students will result in disciplinary consequences including detention, suspension, and/or dismissal.

ADDITIONAL TECHNOLOGIES

1. **There will be no cell phone use during the school day.** Cell phones must be completely turned off and stored in book bags.
2. **The teacher reserves the right to check the content of memory on student TI 83/84 calculators and free up memory space for academic purposes.**
3. **The School Administration reserves the right to limit or prohibit external devices in the classrooms such as personal laptops, PDA, calculators, wireless devices, etc.** Any personal device of a student or staff member must be registered with the Technology Office before it may be used in his/her academic classes. A sticker will be given to the student when her personal electronic property has been properly registered. All laptops must have updated virus protection before use on the campus network.
4. **Students are responsible to pick up all printed work from network printers during the school day.** Please check the default printer before printing documents. Please conserve paper.

COPYRIGHT/WEB USE GUIDELINES

1. **It is inappropriate to invade the privacy of another by accessing, copying or distributing another's computer files or computer programs without consent.** The same responsible behavior expected from a member of the Villa Maria community in regular school settings is also expected in cyberspace. "Pirating" software, the illegal use or transfer of stolen software, is a form of stealing and hence is unacceptable.
2. **A student or employee who inadvertently becomes part of a transfer of inappropriate material to or from the Internet is obligated to report the incident to the Network Administrator.** All users must recognize that the Internet is, to a substantial extent, an unregulated, unsupervised and uncensored source of information and method of communication. Purposeful transfer of this type of material is, of course, forbidden.

3. **Copyrighted material must not be downloaded or used without the author's permission.** No one will be allowed to download, use or install programs or files to the system that violates copyright. This includes all MPEG3 files, papers and published documents, and games. No programs (ftp or http) may be downloaded and stored on any of the lab computers, servers or P drives of users.
4. **Vandalism of any kind will result in termination of computer privileges.** Vandalism is defined as any attempt to harm or damage computers, computer systems, or computer networks, or to infiltrate another computer system. These activities are prohibited, and the user is responsible for all repair costs incurred by the Academy as a result of such actions.
5. **No student may use the VMA network for financial gain, hacking, creating or spreading viruses on the school's network, selling or storing of non-academic materials on the servers or private drives.**
6. **A complete Copyright Policy can be viewed from the Villa Maria Academy *Edline* site.**

Any user who does not choose to comply with these guidelines will lose computer privileges for a period of time to be determined by the administration. Repeated infractions may result in permanent termination of computer and/or Internet privileges. Standard disciplinary procedures of Villa Maria Academy will apply.

iPAD and OTHER ELECTRONIC DEVICES:

Student Wi-Fi------Password: hurricanes13

General Guidelines
1. **All students are required to bring a fully charged iPad 2 or better to school daily.** Users will be allowed to connect to the VMA Wi-Fi Network for Internet access only. No access to P drives or network resource shares will be given to users. Filtered Internet access will be available for users with authenticated Wi-Fi personal devices.

2. **Teachers have a right to manage and/or restrict student use of the iPad, laptops, software, and Internet within the confines of their class.** Teachers will provide their acceptable use guidelines within their class materials. Students must secure the permission from each teacher in whose classes they plan to use their laptop. The student must remain on task in that class while using it and any unauthorized use during class time such as email checks, web surfing, etc. will result in loss of use privileges.

3. **Any unauthorized filming or photographing of any person or class is prohibited.**
4. **Charging Your Battery.** iPads and mobile devices should be brought to school each day in a fully charged condition. No classroom electrical provisions are available for devices that lose battery power during the academic day. There are charging areas that may be used when students are in the library, study hall or RM 312; however, the student may not leave this device unattended when charging and the student must provide a charger and USB cable for her iPad.

5. **Screensavers and desktops.** Inappropriate media may not be used as a screensaver or wallpaper. Students will be denied access if such images are present on their personal devices.

6. **Sound.** Sound should be muted at all times unless permission is obtained from the teacher for instructional purposes. If teachers require headphones it is student's responsibility to obtain and store them.

7. **Identification.** All personal devices should be identifiable with student name on the device. A device should be securely stored when not in use and is the responsibility of the owner. All activity that is authored on the device is the responsibility of the registered owner of the device. All technical support is the responsibility of the owner. Any computer/iPad left unsupervised is in danger of being stolen. Unsupervised devices will be confiscated by staff and taken to the Technology Office.

8. **Use during Lunch**: Students may use their personal devices after the 15 minute bell in the cafeteria. Use of this device in the cafeteria is at the discretion of the student and VMA is not responsible for spills, etc. by any user.

NETWORK BACKUP and EMAIL RETENTION POLICY:

1. **All email is backed up once a week on Saturday mornings.** Mail that is deleted is held for a period of 14 days. Mail that is older than two years old will be deleted each night. Existing and deleted mail that is older than two years will be automatically deleted by the server each night. Mail that is older than 2 years old will be deleted nightly.

2. **All network files (P and all network shares) are backed up Monday-Friday**. Students should also plan to keep important files on a USB drive or backed up to Edline File Lockers for personal archiving.

3. **Quotas are set on all P drives.** Users who reach that storage limit will not be able to save their work until older files are removed. P Drive contents are deleted each year. Profiles are also deleted each year. All students must login to a lab computer when returning to campus each September.

4. **All user mailboxes have a storage quota of 25 MB.** Once the quota is met, mail will need to be deleted or off-loaded for mail services to work. Mail will not be able to be sent or received until a mailbox has been cleared out. It is the student's responsibility to read and delete old or unnecessary mail to prevent mail flow problems with her account. Email accounts are deleted on June 30th of the student's graduation year.

> **Violations of any policy or law must be reported to the Director of Technology.**

Lisa Roberts, Director of Technology
07/01/15