



RESPONSIBLE USE TECHNOLOGY POLICY

As a Catholic, college-preparatory school, Jesuit recognizes the need to educate young men and women to use technology ethically and effectively. We trust and expect that Jesuit students will use technology **on and off campus** in a manner consistent with the “Profile of the Graduate” to become more intellectually competent, open to growth, and committed to doing justice.

The Jesuit High School Responsible Use of Technology Policy applies to all technology resources including, but not limited to: computers, tablets, cell phones, smart watches, video and audio equipment, copy machines, and information storage devices. The use of these resources is a privilege and carries with it certain responsibilities. On campus, all technology resources are to be used for **educational purposes only** and with good manners. Playing games and other “entertainment activities” not expressly approved by a staff member or administrator are not allowed on campus between the beginning and end of the school day.

Students must:

1. Respect and protect self and others.

- Use assigned accounts, computers, tablets, and JHS-approved access rights only.
- Not share personal passwords with others.
- Not view, use, hack, or access passwords, data, devices or networks to which they are not authorized.
- Not distribute private information about self or others, including photos and videos.
- Not take, post, or distribute unauthorized pictures or videos of faculty, staff, coaches, volunteers, or students.

2. Respect and protect the integrity, availability, and security of all electronic resources.

- Recognize that the school’s information technology resources, including email and internet access, are provided for educational purposes.
- Observe all network security practices.
- Report security risks or violations to a teacher or IT staff member.
- Not intentionally destroy, damage, or attempt to damage data, networks, or other resources that do not belong to them.

3. Respect and protect the intellectual property of others.

- Respect copyrights (no illegal copies of music, games, software, images, movies, or written materials)
- Maintain academic integrity (no plagiarism or unauthorized use of others' work).

4. Respect and practice the principles of a caring community on and off campus.

- Communicate only in ways that are truthful and respectful of others, **on and off campus**.
- Report threatening or offensive materials to a teacher or staff member.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (including messages that are pornographic, threatening, rude, fraudulent, discriminatory, unwelcome, or harassing).
- Not intentionally access, transmit, copy, or create illegal material (including obscenity, stolen materials, copies of copyrighted works).
- Not use technology resources, including Jmail, Canvas, the website portal, and internet access, to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business using technological resources, unless approved as a school project.

5. Social Media: Social Media is defined as any electronic tool that allows for social, interactive, and connective learning, including but not limited to: video and photo sharing (You Tube, Snap Chat, Instagram) social networking (Facebook, Twitter), blogs, wikis, podcasting, texting, web conferencing, or any other technology that allows for direct or indirect interaction between two or more parties. When using social media, both on-campus and off-campus, students are expected to observe and follow all policies listed above.

"Responsible Use" Areas on Campus:

Classrooms, Clark Library, hallways and breezeways, The Commons, Hayes Plaza, gymnasiums, fields, and stadiums.

"Non-Use" Areas on Campus:

Locker Rooms, bathrooms, Drama Department dressing rooms (including any campus space used as a dressing room for any activity), chapel, Gedrose Student Center during the lunch periods and break, Smith Gym during Friday Mass, Knight Gym during School-Wide Masses, weight room (when not in use as a classroom with a supervising teacher), retreats (both on-campus and off-campus).

Times When Technology Resources May Be Used Outside of a Classroom:

Before school, after school, break, lunch, prep period, and passing periods.

Restricted Use:

Friday Period 2: Students may either choose to attend Mass or attend a silent study period. iPads, other computers, the Internet, electronic books and apps are not available for student use. Cooperative learning assignments, test-taking, tutoring, game-playing, listening to music, watching movies, or use of head phones or earbuds are not permitted. There is also no use of technology during school-wide assemblies, except as authorized by an administrator or Activities Director.

Responsible Use of Sound/Music/Media:

- Head phones or earbuds may be worn when sound or music is part of the educational use of the technological resources, as directed by a staff member.
- Only with the express permission of a teacher or coach and with direct supervision by a teacher or coach may a student use technology resource to photograph, film or audio record a teacher or coach/moderator.
- Cell phone and smart watch use, including web access, phone calls, and texting, is restricted to one of the two designated cell phone areas on campus during the school day (Knight Lobby and flagpole turnaround). A student may use a cell phone outside of these areas only with the explicit permission of a faculty or staff member.

Supervision and Monitoring: Jesuit reserves the right to impose consequences for inappropriate behavior that takes place on or off campus and outside school hours. Thus, inappropriate use of technology (for example, on a home computer) may subject the student to consequences. Inappropriate use includes, but is not limited to, harassment, use of school name, logo, or mascot, remarks directed to or about administrators, teachers, staff, coaches, volunteers, or other students, offensive communication, and safety threats.

The school will monitor the use of technology resources to help ensure that users are secure and in conformity with the school's policy. Administrators reserve the right to examine, use or disclose any data found on the networks, or school-provided devices in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of criminal activities to law enforcement. Inappropriate use by students of their own personal devices, such as cell phones, smart watches, laptops, or tablets will subject students to possible disciplinary action.

We expect our parents to be equal stakeholders in the implementation of our Responsible Use of Technology Policy.

Consequences for Violation: Violation of, or attempting to violate, these rules will result in disciplinary action as outlined in the school's handbook.