

# **CATHEDRAL STUDENT RESPONSIBLE USE POLICY (SRUP)**

## **PURPOSE AND SCOPE:**

Cathedral High School provides its students with a variety of technology resources consistent with the school's mission. This document applies to the following resources, which include, but are not limited to computers, laptops, cell phones, iPads, servers, printers, databases, network storage, digital media, software applications, library catalogs, communication technologies, internet access, and email. It also governs personal devices to access Cathedral's network as well as off-campus behaviors that infringe upon the education environment on campus, independent of whether the device is school-owned or personal.

Cathedral High School appreciates that freedom of expression is a fundamental right. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. One means by which Cathedral facilitates the exercise of this right by our students is to provide a computer system that permits students to access and use the wealth of information available on the internet. Although the internet has great ideas for sharing knowledge, it also has the potential for misuse. This Student Responsible Use Policy (SRUP) will outline some of those cautions, provide direction for the use of the resources, and allow you to confirm your commitment with this SRUP.

Outside of school, Cathedral parents and guardians bear responsibility for the same guidance regarding internet use as they exercise with information sources such as television, telephones, movies, and other media. Cathedral expects that in using the internet and other media both at homes and at school, students will act lawfully (for example, downloading illegal software, music, movies, or sexting, etc. is not acceptable). Additionally, we expect that students shall, at all times both at home and at school, act responsibly and exercise good judgment and a high degree of personal ethics, consistent with our Code of Conduct. This is particularly important in regard to information and data that may be placed on the internet or communicated via other media relating to students, faculty members, staff, and in regard to Cathedral High School itself.

## **PRIVACY EXPECTATIONS**

Each individual student must exercise his/her own discretion and judgment as to whether he/she creates or participates in social media, or whether he/she uploads any video, pictures, or other content. The same holds true in regard to a student's decision to access the internet to create a personal profile or to comment on any other individual or Cathedral High School. The student must recognize that any material posted or accessed—even in seemingly secure places or private threads—

ultimately creates a digital footprint, and is not private at all. If a student fails to act responsibly in that regard, the information and content placed on the internet or communicated via other media can have a seriously harmful effect on others.

Cathedral will not monitor any individual's use of the internet and other communications media while off campus. We do have an appropriate interest in ensuring that all individuals associated with the school are treated with respect and dignity at all times as stated in the Code of Conduct. This is a serious responsibility that each student accepted upon his/her enrollment at Cathedral. It is a responsibility that students owe to their peers, faculty members, and staff members. Cathedral cares just as much about how students behave at off-campus and non-school-related events and functions as we do regarding their school-related conduct.

As a consequence, when students are granted the privilege of using any of the following resources, which include, but are not limited to computers, laptops, cell phones, iPads, notebooks, servers, printers, databases, network storage, digital media, software applications, library catalogs, communication technologies, internet access, and email at school (whether on personal devices or on Cathedral devices), there is no expectation of privacy in those items and they may be subject to review by faculty staff members at any time.

#### GOVERNMENT LAWS

When using technology resources and equipment, students must comply with all United States, Indiana, and local laws. This includes but is not limited to the law of:

- Computer Fraud and Abuse Act
- Copyright
- Defamation
- Electronic Communications Privacy Act
- Obscenity
- Pornography in any form
- Privacy
- Sexting laws
- Trademark

#### RESPONSIBLE USE

Cathedral expects students to adhere to the Code of Conduct and act responsibly at all times. Accordingly, the following standards shall be followed by students in regard to content placed or accessed on the internet and other media:

All content must be in compliance with the school's Code of Conduct.

Network resources and/or content may not cause or result in harm, injury, embarrassment, or disruption to the school, its members, or resources.

No person may access another individual's information or files without permission (unless such information and files have been made available voluntarily).

Use only those information-technology resources that are authorized as appropriate use and use them in the manner to the extent authorized.

Never use Cathedral network equipment and/or resources to post, view, print, store, or send obscene, pornographic, sexually explicit, or offensive material.

Understand that uses of technology resources are not completely private.

Use appropriate language and images in all electronic or digital communications and/or postings.

Follow the guidelines set forth by their teachers for classroom use of electronic devices. Devices outside of those guidelines may be confiscated by the teacher and turned over to the vice principal for student conduct.

Print only school-related material and limit the use as defined by the Department of Information Services.

Students should also not accept "friend" invitations from teachers unless it relates to official school business—class, athletic team, or student organization.

The use of social networking sites or apps are not allowed during academic hours using the Cathedral network unless otherwise instructed by faculty or staff for academic purpose in class.

#### iPAD EXPECTATIONS

Students must register their iPad with the Department of Information Services to install management software to help distribute apps and set policy standards of acceptable and appropriate use to network and internet resources.

#### LAPTOP EXPECTATIONS

Students are allowed to use their personal laptop under the following conditions:

The laptop/netbook is reported to the Department of Technology to record the serial number and Ethernet/wireless MAC address for network tracking and reporting.

Virus protection is installed and updated.

Laptop/netbook is used for academic learning.

Does not replace the iPad as the required electronic device.

## CELL PHONE USE

Many cell phones today function as mini-computers. As such, they are subject to all terms and conditions that apply to other technology devices that use network or internet resources provided by Cathedral High School. Please refer to the Code of Conduct regarding policies governing cell phone usage.

## OTHER ELECTRONIC DEVICES:

The Student Responsible Use Policy applies to any device that is capable of connection to, transmitting, or receiving information on Cathedral's wired or wireless networks. Examples include, but are not limited to, "smart" phones, iPods and other music players, tablet pad or computers, book readers, wireless game players, or equipment used to gather, analyze data for academic or research purposes.

## POLICY ENFORCEMENT AND SANCTIONS

Cathedral High School reserves the right to discipline students for violation of this policy in accordance with discipline procedures outlined in the student Code of Conduct and violations are subject to a full range of sanctions up to and including expulsion.

Cathedral reserves the right to define as "inappropriate use" conduct that is not specified in this policy. Cathedral reserves the right to inspect any activities, accounts, or devices of individual users including login sessions, communications, personal devices without notices, unless otherwise prohibited by law. Cathedral High School may inspect any technology device under circumstances when Cathedral determines inspection is necessary, including, but not limited to:

The protection of the integrity, security, or functionality of Cathedral, its members, or other information technology resources, or to protect Cathedral, its members, and resources from harm.

There is reasonable cause to believe that the student has violated, or is violating, any Cathedral High School policy or applicable civil or criminal law, or

Any information technology resource appears to be engaged in unusual or unusually excessive activity, as indicated by monitoring of general activity and usage patterns.

Under normal circumstances, the vice principal for academic affairs, vice principal for student services, vice principal for student conduct, and/or in consultation with the chief information officer must approve in advance any individual inspection,

other than what is voluntary, required by law, or necessary to respond to emergency situations.

Some violations may constitute criminal offenses as defined by local, state, or federal laws and Cathedral reserves the right to report those violations to the appropriate authorities.

#### CONCLUSION

If any student has any questions about this policy, he/she may contact David L. Worland, principal. Similarly, if a student has any concern regarding whether certain content should be placed on the internet or other media, he/she is encouraged to consult with Kathy Saum, vice principal for student conduct, prior to doing so in order to avoid any future issue.