

TECHNOLOGY RESOURCE USAGE GUIDELINES

Technology resources are for the sole use of students, faculty, staff and administrators of Maryvale Preparatory School. These resources include but are not limited to computers, monitors, printers, scanners, iPads, multimedia equipment, access to the Internet, use of Maryvale's email system and any hardware provided by Maryvale.

These guidelines apply to all resources that may be locally or remotely accessed. Furthermore, remote access (any location not on the campus) implies that Maryvale users will not allow any other person to access or use Maryvale computer resources.

During the school day and while on campus, the use of Maryvale technology resources must be under the direction and supervision of a member of the faculty, staff or administration.

Purpose

The purpose of the Acceptable Use Policy is to ensure school wide compliance with the guidelines and educational objectives set forth by Maryvale Preparatory School. The Acceptable Use Policies and guidelines shall apply to all students, faculty, staff and administrators, whether on or off campus, who use the Maryvale technology resources as defined above. **The ultimate responsibility for appropriate use of the Internet and Maryvale's resources lies with the user of these resources.**

MARYVALE ACCEPTABLE USE POLICY (AUP) FOR STUDENTS

TECHNOLOGY RESOURCE USAGE GUIDELINES

This Acceptable Use Policy will be amended or updated on an "as needed" basis. Your continued use of Maryvale resources constitutes agreement with this policy.

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These guidelines apply to all resources that may be locally or remotely accessed. Furthermore, remote access (any location not on the campus) implies that Maryvale users will not allow any other person to access or use Maryvale computer resources.

Use of Maryvale Technology must be consistent with the Mission Statement of Maryvale Preparatory School and reflect the accepted Christian standards expressed in that Mission Statement.

Purpose

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MARYVALE ACCEPTABLE USE POLICY (AUP) FOR STUDENTS

Students are granted use of Maryvale's technology resources upon return of a signed Maryvale Handbook Agreement.

While attached to the Maryvale Preparatory School network before, during and after school, or when using any technology equipment, both personal and school-owned, these rules will apply:

Responsible Use of Technology Resources

1. Users are responsible for all activities conducted when using personal and school provided accounts.
2. During the school day, technology resources must be used under the direction and supervision of a member of the faculty, staff or administration.
3. Users shall respect the privacy of other users both on and off campus.
4. Users may not, under any circumstances, log on under or use another user's account.
5. Students may not use another student's iPad to complete assignments or activities unless given permission by the owner.
6. Users may not share passwords or passcodes with other students.
7. Student passcodes and passwords will be provided to a teacher, administrator and/or technology department member upon request.
8. Users shall respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the Internet or other electronic sources.
9. Food and/or beverages are not permitted in any Computer Lab or in any area where computers are located on campus.
10. The Technology Department may review and evaluate all incoming/outgoing data accessed by students, faculty, staff and administrators.
11. During the school day (7:55 a.m. to 3 p.m.), iPads are not permitted at a table that contains food and/or beverages in the Dining Room during breakfast or any lunch periods. Middle School students may not use their iPads during lunch in the dining room.

Social Media and Communication

1. Students may not use social media during the school day for any purpose other than academics.
2. Social media accounts may not be set up with the word "Maryvale" as a part of the account identification.
3. All messages or postings referencing Maryvale, formally and/or informally, its students, faculty, staff and/or visitors to any Internet site at any time shall be educationally purposeful and appropriate. Appropriate messages would include such communications relating to Maryvale academics, co-curricular events and school community life.
4. Hate mail, harassment, discriminatory remarks, vulgarity, swearwords, other antisocial behaviors, chain letters and threats of any kind are prohibited.
5. Faculty, staff, coaches, administrators and other temporary personnel shall not request that students become "friends" or "followers" or to use social media as their only source of communication about Maryvale events.
6. Current faculty, staff, coaches, administrators, temporary employees and/or members of the Maryvale community who are already "friends" or "followers" are asked to "unfriend" or stop following current students.
7. If a current student is a "friend" or a "follower" of a current employee of Maryvale, she is required to "unfriend" or "unfollow" them.
8. Students making inappropriate references about the school and/or its students, faculty, staff, administrators or any member of the school community on any public Internet site will be subject to disciplinary action. Suspension or expulsion may be the result of these behaviors.
9. Students may not create, follow, friend or connect with any social media platforms that use the Maryvale name or any derivation of it unless created and/or authorized by the Maryvale Communications office.

Internet Safety Recording Devices and Personal Information

1. Any recording device, including but not limited to, audio recorders, video and digital cameras or devices with cameras, including iPads and camera phones to make audio recordings, videos or still pictures may not be used without first obtaining permission from faculty, technology personnel or administration.
2. If given permission, the resulting images and/or media may not be used to slander, bully or denigrate any student, visitor, staff member, faculty member, and/or administrator, on or off campus at any time.
3. Students may not post images or videos of teachers, staff, and/or other personnel on the Internet without first receiving permission from the individual(s) involved.
4. Students may not post inappropriate images of themselves on any Internet site.
5. Students may not post any image(s) of another student or students without permission from the individual(s).
6. Use of the Internet while on campus (including before and after school) and/or other Maryvale technology resources for personal gain, profit, purchases, commercial advertising or political lobbying is prohibited.
7. The use of Maryvale technology resources to purposefully access pornographic material, inappropriate text files, information advocating violence or files harmful to the integrity of Maryvale Preparatory School is prohibited and may be subject to legal action and/or suspension and expulsion.
8. Access is restricted to information regarding illegal activities, alcohol use, hate speeches and criminal skills or information that may be used to break the law.
9. Students may not use any means, legal or illegal, to access restricted sites.
10. Students are requested to keep personal information private while using the Internet unless given permission by a parent, teacher or administrator. This includes your name, phone number, address, school name and any other information that could identify you.

Technical

1. Students may not install software or hardware, download or transfer programs, pictures, music files, or data onto any Maryvale laptop or computer without first receiving permission from the supervising teacher or technology department.
2. Students may not alter the configuration of any school-owned computer or iPad.

Care of the iPad

Students are responsible for the care and use of their personal iPads while on the campus of Maryvale Preparatory School. iPads that become unusable due to damage or defect must be repaired or replaced in a timely manner so as not to disrupt the educational process of the student. All students are required to bring an iPad to class. If the student cannot bring her iPad to class for any reason, a written explanation from a parent/guardian must be given to the teacher and administration.

Consequences of Inappropriate Behavior

All use of Maryvale technology resources will be monitored through the use of computer software and/or by any teacher and/or administrator with the assistance of the director of information technology and dean of students.

Any user who does not comply with these guidelines will lose access privilege and/or have her iPad confiscated for a period of time.

Students who have repeated or severe infractions of the AUP will be subject to disciplinary action in accordance with disciplinary policies set forth in this Handbook. The administrator in consultation with the dean of students will determine the disciplinary response. Violations of federal and state regulations such as sending threatening emails and accessing or distributing obscene material will be dealt with by the governing law enforcement agency.

With the exception of students with teacher permission or students with medical notes on file, failure to adhere to any part of the Acceptable Use Policy warrants a demerit and/or other disciplinary action.

Personal Devices

No personal wireless or hardwired devices, such as laptops, tablets, PDAs, video cameras and video/telephone cameras (phones must be turned off during the school day) shall be used on campus without the written or verbal consent of the director of information technology and dean of students or the teacher for whom the device will be used. Furthermore, any wireless or hardwired devices that attach to the Maryvale network must meet the requirements of the Technology Department in the area of operating systems and virus protection. Violations of this rule may result in confiscation of the user's equipment and disciplinary action.

Disclaimer

Maryvale Preparatory School will not be responsible for any damages suffered, including loss of data resulting from delay, non-deliveries, service interruptions\ or inaccurate information. The person operating the computer or iPad accepts personal responsibility for any information obtained via the Internet or other electronic sources. The person operating the computer accepts personal responsibility for actions on the Internet.

Vandalism

Vandalism will result in immediate disciplinary action by the Dean of Students. Vandalism is defined as any attempt, malicious or otherwise, to damage or destroy any component of Maryvale's technology resources. This includes, but is not limited to uploading, creating and/or transmitting computer viruses or "hacking" into any part of the Maryvale system. This includes but is not limited to all operating systems, student and administrative files and any other private files of Maryvale.