



## **DAMIEN MEMORIAL SCHOOL**

### **COMPUTER, DIGITAL MEDIA & INTERNET**

### **ACCEPTABLE USE POLICY (AUP)**

The effective operation of the computer network and its resources relies upon the proper conduct of the end users who must adhere to strict terms and conditions. These terms and conditions are provided here so that students and their parents/guardians may become aware of the responsibilities they are about to acquire. The use of Damien Memorial's computing facilities/resources and the Internet is a privilege, not a right. If a user violates any of these terms and conditions, disciplinary action and/or legal action may be taken.

#### **TERMS AND CONDITIONS**

1. **Acceptable Use:** DMS is providing Gmail accounts, Internet access and network student accounts on the physical and wireless network to support the curricular goals of the school. Damien Memorial employs the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act. The filter may not be disabled for any reason. (20 U.S.C. Sec. 6777 47 U.S.C. Sec. 254) Students should never use proxies or other means to bypass this filter or manually turn their VPN off on their DMS issued laptop, referred to in this document as the "DMS MacBook." Students who bring devices with their own Internet service plans still fall under the guidelines and expectations in this policy while on campus. Use of Damien Memorial School's computing facilities/resources and use of the Internet must be consistent with the educational objectives of the school.

Students shall not access, create, transmit, retransmit or forward material or information:

- that promotes violence or advocates destruction of property (including, but not limited to, information concerning the manufacturing or purchasing of destructive devices or weapons)
- that is not related to Damien Memorial's education objectives
- that contains pornographic, obscene or inappropriate sexually oriented materials, either as pictures or writings
- that harasses, threatens, demeans, or promotes violence or hatred against another person or group
- for personal profit, financial gain, advertising, commercial transaction or political purposes
- that plagiarizes (copies the work of another without express consent or due citation)
- that uses inappropriate or profane language likely to be offensive to others in the school community
- that is knowingly false or could be construed as intending to purposely damage another person's reputation.
- in violation of any federal or state law, including but not limited to U.S. copyrighted material and material protected by trade secret.
- that contains sensitive personal information about themselves or others, including information protected by confidentiality laws.

- using another individual's Internet or electronic communications account without written permission from that individual.
- that impersonates another or transmits through an anonymous re-mailer.
- that accesses fee services without specific permission from the system administrator.
- that promotes any principle or belief contrary to the teachings of the Catholic Church.

Additionally, students are also prohibited from storing the following on any DMS MacBook or within their network accounts: programs/software/executable files, games, and music/video files (unless they are original work or A/V clips being used as part of a school project).

2. **Digital Media:** The use of digital media (e.g., smart phones, iPad cameras, camcorders, scanners, etc.) on campus, whether owned by the school or the student, should be limited to academic use only.

*Camera Devices:* Camera devices may not be used:

- to photograph another person who has a reasonable expectation of privacy without the person's prior knowledge and consent
- in a way that would violate another person's copyright
- to harass, intimidate, or bully another person or to invade another person's privacy.
- without expressed permission of faculty or staff.
- unless the activity directly supports the educational mission of DMS

*Portable Storage Devices:* The use of portable devices that store information (USB flash drives, external hard drives, etc.) should be limited to legal, appropriate use on campus. It is illegal to move copyrighted material between devices – this includes music, applications, video, and more. Students should check with the Technology Department before moving questionable files to or from the DMS network.

*File Sharing:* The use of Web Publishing, FTP, Email Server, or Peer-to-Peer outside of approved academic sites is prohibited. Students who wish to publish their material or make files public may do so with the Technology Department's permission. This includes, but is not limited to, personal laptop computers or portable entertainment consoles using the campus network.

*Games:* DMS MacBooks and the network may not be used for playing computer games, unless ruled academic or appropriate by faculty and approved by the Technology Department.

*Software/Systems:* Students may not attempt to modify the DMS MacBook, mobile devices, or network facilities or attempt to disrupt campus systems. Tampering, modifying or installing any software other than the applications that are pre-installed is forbidden, unless allowed by a Technology Department specialist. Tampering or modifying protections or restrictions placed on DMS MacBook applications or files is prohibited.

3. **DMS MacBook:** Students may not jailbreak, modify, or in any other way tamper with the DMS MacBook operating system (OSX). Removing any or all installed DMS Profiles is strictly forbidden. Failure to abide by this policy can result in disciplinary action and loss of DMS MacBook privileges for a time to be determined by Damien Memorial School's administration.

4. **Privacy:** Email, Internet use, and files in student accounts are not guaranteed to be private in our school setting. Messages relating to or in support of inappropriate or illegal activities will be reported to the authorities. Students' use of Internet applications may be subject to periodic checks by librarians, faculty, or system operators. DMS teachers and technology staff have access to student accounts. Accounts may also be checked periodically to ensure that their use adheres to the guidelines specified here.

5. **Etiquette:** DMS expects students to behave as appropriate digital citizens. Curriculum, class meetings, and homeroom discussions will facilitate digital citizenship development. Students are expected to abide by the generally accepted rules of computing, network, Internet etiquette, and those outlined in the Responsible Use for Digital Citizens at Damien Memorial School section. Breach, disregard, or violation of this policy may result in disciplinary action as stated in this student handbook.

6. **Representation:** Members of the Damien Memorial School community must remember that when telecommunicating with individuals, groups, or institutions, one does so as an individual. Students may not present their views, ideas, questions, or actions as representing Damien Memorial School without specific permission from a dean, supervisor, principal, or other administrator. Students must make it clear that their communications represent them and not the institution.

7. **Warranties:** Damien Memorial School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Damien Memorial School will not be responsible for any damages students suffer. This includes loss of data. Use of any information obtained via Damien Memorial School is at students' own risk. Damien Memorial School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

8. **Security:** Security on any computer system is a high priority, especially when the system involves many users. Students who feel they can identify a security problem must notify a system administrator and not demonstrate the problem to other users.

In addition, students shall not:

- use another person's password or any other identifier
- gain or attempt to gain unauthorized access to computers or server/networking systems
- read, alter, delete or copy, or attempt to do so, electronic communications of other system users
- impersonate or attempt to impersonate another individual.

9. **Vandalism:** Vandalism will result in cancellation of privileges, school disciplinary action and/or legal action. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of the school or of any other user on the Internet. This includes, but is not limited to, the downloading, creation, or uploading of computer viruses. If equipment is damaged in the course of on- or off-campus use, students assume responsibility for any repair or replacement costs if their use has been determined to be inappropriate.

### **Failure, Repair, and Replacement of DMS MacBooks and Equipment.**

DMS MacBooks should never be taken to the Apple Store or any other repair center for servicing. Any issues with equipment failure due to a manufacturing hardware failure, including the battery, are covered by DMS and should be reported to DMS's Technology department located in room 522 immediately. Please fill out the online form <http://www.damien.edu/tech-support> or call (808)440-9518 immediately.

It is the student's/family's responsibility to use a recommended case to protect the DMS MacBook.

Students agree to take reasonable and prudent care to keep the DMS MacBook secure and safe from the date students are issued their DMS MacBooks until the devices are returned to DMS. DMS MacBooks should be returned as close as possible to the condition in which the MacBook was originally issued. A DMS MacBook being used without a case can be taken back and withheld by any DMS faculty/staff until a suitable case is brought in by the student. Please refer to the *DMS Case Guidelines and Recommendations* document for information on case guidelines (available here:).

Parents/Guardians will be held responsible for ALL damage to a DMS MacBook in their child's possession including, but not limited to: broken or scratched screen, damage to the exterior shell, damaged buttons, inoperability, etc. Repair cost will be assessed on a case-by-case basis. Should the cost to repair exceed the cost of purchasing a new device, the parent/guardian will pay for the full replacement value of the device. Lost items such as chargers and cables will be charged the actual replacement cost. Please refer to the *MacBook Damage Incident Fee* schedule for more details (available here: ).

Students agree to report any damage that affects the functionality of, or loss of, the DMS MacBook immediately to DMS's Technology Department.

- In the event a DMS MacBook is damaged, the MacBook shall be returned to DMS's Technology Department in order to expedite any necessary repairs.
- If a DMS MacBook is lost, please contact DMS's Technology Department immediately, and they will attempt to locate it.
- If a DMS MacBook is stolen, this event should be immediately reported to DMS's Technology Department or the Principal or Dean.

Parents/Guardians and student are responsible to the school for the total replacement cost of a lost or stolen DMS MacBook while it is in the possession, custody, or control of the student.

If damage to a DMS MacBook or any other equipment checked out under the care of students is intentional or the student shows negligence, Parents/Guardians will be responsible to the school for the entire cost of the equipment. Further disciplinary action may be taken by the school.

### **Annual Inspection and Re-Imaging**

The student shall turn in all Equipment at the end of each school year, at a date, time, and location specified by DMS. The Equipment will be inspected and re-imaged at that time by the school's IT Department. The equipment will be returned to Registered students upon receipt of the following signed documents and payments for the coming school year:

- Acceptable Use Policy
- Payment of Annual Lease Fee
- Student DMS MacBook Contract

### **General laptop Usage/Care Expectations**

The following is a list of general expectations that students and parents need to be aware of:

- DMS MacBook must be fully charged for the first class of the school day. The expectation is for students to utilize their MacBook for the entire school day without having to charge its battery.
- Students are only to be using the DMS MacBook for education purposes during class time.
- Downloading of apps and materials should be done at home unless with teacher permission.
- DMS MacBooks need to have all required class materials downloaded and installed prior to the beginning of class.
- DMS MacBooks should be put in backpacks prior to leaving any class.
- DMS MacBooks should be in backpacks when arriving to class.
- Students are expected to keep lockers and locker combinations private, to prevent loss and/or theft of MacBooks.
- Any teacher/faculty/administrator at any time can ask to view a student's DMS MacBook.
- Students are to use the DMS MacBook assigned to them by DMS. Using another student's DMS MacBook can be viewed as theft.
- The student will not share the DMS MacBook with any other person (including family) unless expressly authorized to do so by a DMS teacher or administrator.
- If a student finds an unattended DMS MacBook s/he should immediately turn it into the Technology Office or, Main Office.
- Students who lose their DMS MacBooks should go to the Technology office to report the loss.
- Lunch is viewed as an electronic free time designed for students to unplug, refuel, get fresh air, and socialize.
- Teachers will have students use the DMS MacBook in their classes the best way it fits
  - within their curriculum.
- Digital Citizenship will be a topic woven through our DMS MacBook Rollout, Religion class, and each class.
- Do not remove any DMS decals or tags from the DMS MacBook.
- The DMS MacBook must remain free of any writing, drawing, stickers, or labels that are not property of Damien Memorial School.

## **STUDENT DMS MACBOOK LEASE FEE**

**School Year 2016-2017:** \$530 per year/per student

## **GOOGLE APPS FOR EDUCATION GUIDELINES**

This section addresses Damien Memorial School's guidelines for the use of the Google Apps for Education (GAE) as well as other Google services that are not covered under the Damien Memorial School's Google Apps for Education agreement, henceforth called Google Services. Damien Memorial School provides its students, faculty, and staff GAE to support the educational and administrative activities of the school, and to serve as a means of official communication by and between users and Damien Memorial School.

### **Google Apps for Education**

GAE services fall under the Google Apps for Education agreement and do not require users to agree to separate terms of service (TOS) or privacy policy. GAE services include the following: Calendar, Drive, Gmail, Sites, Contacts, Sync, and Talk. GAE services are subject to change. GAE Terms of Service can be viewed here: [https://www.google.com/apps/intl/en-GB/terms/education\\_terms.html](https://www.google.com/apps/intl/en-GB/terms/education_terms.html)

### **Other Google Services**

Damien Memorial School students accessing other Google services should be aware that this functionality is not covered under our GAE agreement, but they are turned on for students in grades 6 through 12 to use. These services currently include the following apps listed below, however the list is subject to change.

3D Warehouse, Blogger, Chrome Management, Chrome Web Store, Bookmarks, Books, Google Code, Google Desktop, Google Finance, Friend Connect, Groups, Google in Your Language, Latitude, Map Maker, Google Maps, Google Moderator, Google News, Places, Reader, Takeout, Translator Toolkit, Voice, Wallet, Google+, Individual storage, Picasa Web Albums, and YouTube.

All Damien Memorial School students utilizing these Other Google Services should be aware that user and content data may be collected, consolidated, and used by Google as permitted under their current Terms of Services(TOS). Student should check each service's TOS before using them to ensure they understand what they are.

### **Usage**

To use any Google service as provided by Damien Memorial School, all users must be aware of, agree to, and adhere to the following:

- All students from Grade 6-12 will be assigned a [username@damien.edu](mailto:username@damien.edu) email account. Students are responsible to use good behavior and judgment online. Teachers will address learning how to be good digital citizens in the classroom and at home.
- Access and use of GAE will be available to children under the age of 13 and as directed by DMS faculty. However, Damien Memorial School will restrict incoming and outgoing email only to

those with a [damien.edu](mailto:damien.edu) email address. This will ensure that no one under the age of 13 will be able to communicate with anyone outside of the [damien.edu](mailto:damien.edu) domain. Damien Memorial School will allow email from a few third-party services that are used for account maintenance purposes.

- When utilizing any GAE and/or Google service, students are bound by the policies set forth in this AUP document.
- As stated in this document, anyone in the Damien Memorial School community utilizing school resources acknowledges that Damien Memorial School has the ability to monitor, use and disclose their data to appropriate authorities.
- Google Apps for Education and other Google services are to be used for Damien Memorial School educational purposes only.

### **Applications and Services Outside of GAE and Google Services**

From time to time, faculty will ask students to download and/or sign up for apps or services outside of Google Apps for Education and Google Services. Faculty are responsible for informing parents and student as to the specifics for each app and/or service. If the Terms of Service require parental permission, a permission form will be sent to the parent to request authorization to allow students to use the app/service.

### **RESPONSIBLE USE FOR DIGITAL CITIZENS AT DAMIEN MEMORIAL SCHOOL**

DMS believes that technology plays a critical role in supporting and guiding student learning and meeting the wide range of student abilities, interests, backgrounds, and needs on our campus. The purpose for the Responsible Use Policy is to foster and support creativity and innovation in the pedagogical shift from a traditional teaching model to guiding, facilitating and exploration infusing technology to meet the needs of learners, and to foster the educational mission of the Catholic Church, especially as described in the DMS mission statement and the Essential Elements of and Edmund Rice Christian Brother Education. Additionally, the Responsible Use Policy establishes and maintains guidelines and procedures for appropriate technology utilization and infusion across the campus by students, faculty, staff, and administration. These procedures allow for planning and evaluation to more effectively prepare students for the transition from school to college, and to improve the operations of Damien Memorial School.

#### **Respect Yourself.**

I will show respect for myself through my actions. I will consider the information and images that I post online and will not post personal information about my life and experiences.

#### **Protect Yourself.**

I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any inappropriate behavior directed at me and will protect passwords, accounts, and resources.

#### **Respect Others.**

I will show respect to others. I will not use electronic mediums to flame, bully, harass, or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are

inappropriate and will respect my rights of access.

**Protect Others.**

I will protect others by reporting abuse, not forwarding inappropriate materials or communications; and not visiting sites that are degrading, pornographic, racist, or inappropriate.

**Act With Integrity.**

I will cite sources for media and information. I will purchase, license and register all software. I will purchase my music and other media, and only use it for my academic needs.

**Protect Intellectual Property.**

I will protect intellectual property by purchasing, licensing, and registering all software and by purchasing my music and other media while refraining from distributing these in a manner that violates their licenses.

Damien Memorial School’s Mission and Vision for Technology and further DMS MacBook information is located on the DMS website: <http://www.damien.edu/technology>. We recommend all members of our community read this document.

Breach, disregard, or violation of this policy may result in disciplinary action as stated in the student and faculty handbooks.

**Exception of Terms and Conditions:** All terms and conditions, as stated in this document, are applicable to Damien Memorial School facilities and networks. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Hawaii, and the United States of America.

I understand and will abide by the *Computer, Digital Media & Internet Acceptable Use Policy (AUP)* as listed in the Damien Memorial School Student Handbook.

\_\_\_\_\_  
Student Name (Print Clearly)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Year of Graduation

\_\_\_\_\_  
Current Grade

\_\_\_\_\_  
Parent Name (Print Clearly)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date