

EPISCOPAL STUDENT RESPONSIBLE USE POLICY

Episcopal School of Baton Rouge recognizes that as telecommunications and other technologies change, there will be a shift in the ways in which information may be accessed, communicated, and transferred by members of our society. Methods of instruction and student learning will also change. Guidelines are provided below to make all Episcopal technology users aware of the responsibilities that they accept when they use Episcopal's technology resources. In general, what is required is efficient, ethical, and legal utilization of technology resources that is respectful of the rights of all users in the Episcopal school community. The Responsible Use Policy is an extension of the school's Honor Code, and general school rules for behavior apply. *A signature on the School's Enrollment Contract indicates that the signed party has read the terms and conditions of use, understands their significance, and agrees to abide by the terms.*

Guidelines for Responsible Use of Technology

Responsible Use of Technology Resources: Episcopal provides technology resources to support the pursuit of educational excellence by its students. Within the school environment, these resources are to be used to conduct research, to support classroom activities, and to engage in self-discovery activities that are consistent with the educational goals and mission of the school. Uses that might be acceptable in another environment may not be acceptable in this system because of its limited educational purpose.

Procedure for Reporting Inadvertent Inappropriate Use: If a user inadvertently uses a technology resource inappropriately, the user is responsible for immediately notifying a teacher, a librarian, or an administrator of the mistake. Failure to report unintentional misuse will result in the incident's being considered an intentional violation.

The Use of Personal Devices: Students who bring their privately-owned electronic device to school are personally responsible for the equipment. Responsibility for the maintenance and repair of the equipment rests solely with the owner. Any damage to the equipment is the responsibility of the owner. Any personal device brought on campus should adhere to the policies of the students' respective division.

Unacceptable Use of Technology: Episcopal seeks to protect the civil, personal, and property rights of those individuals using school technology resources and regards the following technology use as unacceptable:

Accessing Information Which Does Not Support Educational Purposes:

- Sexually explicit sites
- Sites that support hate or discrimination
- Sites that support violence or illegal activities
- Sites that support academic dishonesty
- Sites that violate the school's social media policy
- Use of proxies or anonymizers to access sites to circumvent any network security measures Episcopal has in place
- Use of personal cellular hotspot devices. Internet access should go through the schools wireless to ensure proper content filtering through the firewall.

Publishing (Sending, Forwarding, Posting) Inappropriate Information:

- Communications containing language that is obscene, profane, sexually explicit, lewd, vulgar, rude, disrespectful, threatening, or inflammatory
- Communications containing harassment, personal attacks (including prejudicial or discriminatory), or hate mail (spreading false or defamatory material about a person or organization). This also includes any form of cyber bullying

- Sending (including forwarding) chain letters or spam (annoying or unnecessary messages to large numbers of people)
- Using references to Episcopal on any unauthorized web pages
- Publishing information about yourself or others that would put privacy and/or safety at risk

Abusing Technology Resources:

- Using any personal technology for non-academic purposes without permission during school hours
- Using any school provided technology for non-academic purposes without permission at any time
- Using the network in ways that disrupts network use by others
- Using the network to engage in illegal activity
- Downloading, installing, or storing malicious software on school systems
- Wasting finite resources; for example; bandwidth, paper, toner
- Using school technology resources to conduct a business or for other unauthorized commercial gain
- Using school provided services to sign up for any services not approved by Episcopal
- Disconnecting or taking cables, mice or other accessories, (this includes vandalizing, damaging, or disabling equipment, software or data)

Safety and Security Issues:

- Failing to keep personal passwords confidential
- Failing to log off when finished using a workstation
- Using the password of another person
- Misrepresenting yourself or someone else online
- Entering credit card numbers and purchasing materials or services online
- Hacking or otherwise accessing accounts of others even if the location is left unlocked
- Spoofing or otherwise falsifying the source of network traffic including e-mails
- Creating or propagating computer viruses or overloading the school's network resources

Copyright/Piracy Issues:

- Downloading or exchanging pirated or illegally obtained software
- Violating vendors terms of service and privacy policies
- Copying, modifying, distributing, displaying, or transmitting the work of another without contacting the owner for permission [material on most websites is protected by copyright]
- Cracking/spreading or otherwise copying or distributing commercial software

Consequences for Inappropriate Use: Access to technology is provided as an important component of the Episcopal educational environment. Users who fail to adhere to the terms of the Responsible Use Policy face disciplinary and/or legal action.

Student Accounts: Student accounts will be closed immediately upon student withdrawal from Episcopal or July 31st when the student graduates as a Senior. Student data files and email will be deleted when the account is closed.

Children's Internet Protection Act (CIPA): In compliance with the [Children's Internet Protection Act of 1999](#), Episcopal monitors the online activities of minors while connected to the school's network. Episcopal also educates employees and students on proper use of technology to become better digital citizens.

- Episcopal uses a content filtering system to prevent access to inappropriate matter including harmful information on the Internet while at school.
- Episcopal monitors electronic communications through administered digital services.

- Episcopal implements policies against hacking and other unlawful activities.
- Episcopal does not knowingly share student data with any unauthorized personnel without parent permission
- Campus Internet use is monitored so that users making inappropriate choices should be redirected toward productive use in accordance with school guidelines.

Children's Online Privacy Protection Act (COPPA): Episcopal will utilize services which comply with the [Children's Online Privacy Protection Act of 1998](#) by researching the service provider's terms of service and privacy policy prior to use by all students, not just those age 13 and up. Episcopal may act as an agent for parents for cloud services (SaaS), including school-related online programs, mobile device application sign-up, and all other aspects of the school's policy on student Internet usage for academic purposes which require direct parent consent. This consent is granted with the signing of the school enrollment contract.

Limited Expectation of Privacy: Users of Episcopal technology resources have the right to privacy from their peers in their e-mail correspondence and personal files; however, Episcopal administration reserves the right to gain access to these files to investigate unusual activity on the system or any user believed to be in violation of responsible use guidelines.

Although the Internet is a very worthwhile educational tool, it poses the risk of its users being exposed to inappropriate materials. Episcopal focuses on students' learning to make appropriate choices based on school guidelines and personal values. In compliance with FERPA, parents/guardians have the right at any time to investigate or review the contents of their child's files and e-mail.