ACCEPTABLE USE POLICY (AUP)

New technology is always on the horizon. An attempt to identify all technologies and list possible misuses of them is impossible. Therefore, throughout this technology handbook, the term "technology" will be used to reference all existing and new devices or systems that are now used or that will be invented in the future. Such technologies now include computers, handheld devices, cell phones, iPods, iPads, smart watches, and digital cameras. What is to come is unknown. The policies and procedures in this handbook all apply to any form of technology whether it is specifically mentioned or not. The school cannot be held responsible for any damages, injuries, or claims resulting from student violations of responsible use of technology as outlined herein. Additionally, staff maintains the right to make amendments to classroom policy and procedure based on technology in order to maintain academic excellence.

At Oakland Catholic High School, students are expected to uphold the Code of Conduct and the Honor Code. Many of the rules and regulations at OC are created toward that end and are necessary to simply maintain an atmosphere that is pleasant, orderly and conducive to learning. When in doubt about what is the right thing to do, there are two basic rules that students should keep in mind:
• Have respect and concern for the rights, feelings, property, and personal spaces of others.
• Behave in a manner that demonstrates respect for yourself, your family, and your school.

Oakland Catholic High School recognizes how valuable the appropriate use of technology is to improving teaching and learning. Accordingly, Oakland Catholic has made a significant commitment to integrating technological advances into the school program to enhance students' learning experiences. OC provides access to the school's file servers, specific printers and Internet services from every computer connected to our network. Understanding and following Oakland Catholic High School's Acceptable Use Policy (AUP) allows us to maintain a respectful, effective, and safe learning environment.

Oakland Catholic recognizes that issues such as fairness and network capacity limitations require a policy concerning the appropriate use of all technology. Oakland Catholic network resources are considered the property of Oakland Catholic. Laptop access to OC's network services will be provided throughout the school via a wireless network. Oakland Catholic blocks websites and web-based services that the administration deems to pose a threat to the safety, security, and well-being of its community members, facilities, network, and resources.

Social media websites and applications are blocked during the school day to keep students on task.

Any actions performed or initiated through the network must reflect the integrity and honesty expected of an Oakland Catholic student, as described in the Honor Code, and be compliant with all rules of conduct, as set forth in the Student Handbook. All network traffic will be logged by Oakland Catholic, and those logs will be monitored for inappropriate use. Oakland Catholic also monitors laptops for the installation of applications that are in violation of this AUP.
Students will be held responsible for actions initiated on their laptops, regardless of whether they were using their computer at the time of the infraction. Therefore, students may only use the laptop they have been issued or one provided in the event of repair.

As a rule, Oakland Catholic will protect students' privacy and will treat students' electronic information as it treats any other student property. However, the school reserves the right to randomly search students' personal belongings, laptops (personal and school-issued) and school-issued accounts in accordance with policies to be stated in the Oakland Catholic Student/Parent Handbook. Violations of the Acceptable Use Policy fall into two broad categories: "Minor Offenses" and "Major Offenses." A Major Offense of the AUP is also a Major Code of Conduct Violation.

Minor Offenses

A minor offense is an action or behavior that violates a rule that has been put in place to maintain the strength, integrity, and sustainability of our technology program. Students who demonstrate a pattern of minor offenses will be referred to the Assistant Principal who will administer the appropriate disciplinary action as outlined in the Student/Parent Handbook. Minor offenses include, but are not limited to, the following:

Laptop Usage
- Forgetting to bring the laptop to school or a not fully charged laptop.
- Using personal laptops, phones, or tablets while at school except for special circumstances outlined by each department or communicated by the Administration.
- Using software and services whose use may be deemed inappropriate for the teaching and learning approach of a specific course or subject. (e.g., language translation services, literature summary sites, online calculators not approved by department).
- Using technology during instructional time when not advised by the teacher (e.g., internet searches, chat, social media, etc.)

Laptop Maintenance
- Transporting or using the laptop without the protective case originally issued with the laptop; not purchasing and using at all times the required hard-shell case and cord keeper.
- Placing stickers directly on the laptop. (Appropriate vinyl decals are acceptable)
- Not addressing needed repairs (e.g., cracked screen, inoperable trackpad or keyboard, missing keys) in a timely fashion and according to the protocol established by the Director of Academic Technology, IT Department, and Administration
- Creating secondary accounts for the laptop (e.g., for a friend or parent)
- Installing operating systems other than those installed by the OC Tech Department.
- Removing applications installed by the OC Tech Department.
- Upgrading the Mac Operating System beyond the currently installed version until told to do so.
- Changing the following settings in the System Preferences:
    - Sharing-- Changing the Computer Name
    - Sharing-- Disabling or changing settings for Remote Login
    - Sharing-- Disabling or changing settings for Remote Management
    - Security-- Enabling the Firewall

Network Access (Minor)
- Using personal laptops or tablets instead of school issued laptop.
- Sending chain emails, inappropriate broadcast messages or any other information that may cause undue network congestion.
- Using the network for commercial purposes. The school will not be responsible for any financial obligations resulting from school provided laptops, technology or access to the Internet.
- Installation of third-party firewalls, VPNs, anonymizers or proxies.
- Installation of security software that interferes with the school's management of the laptop
- Accessing non-OC wireless networks with the laptop while on campus.

Major Offenses

A major offense is a serious violation of the standards of the community and poses a threat to the safety and security of the school's network, infrastructure, students, faculty, and greater community. Major Offenses to the AUP also count as Major Offenses to the Code of Conduct and therefore are subject to consequences outlined for such violations. Major offenses include, but are not limited to, the following:

Privacy, Property, & Community
- Accessing or deleting any OC administrative account.
- Vandalizing the laptop or other network resources. This includes defacing, engraving, coloring, painting, etching, and using marker on the laptop itself. It also includes deliberately removing keys or deforming the original shape of the laptop and its components.
- Accessing laptops, accounts, and files of others without permission. This includes going on to someone else's computer and accessing any web page, social network, application without the owner's knowledge or permission.
- Recording, filming, or photographing teachers or other students without express permission to do so. If teachers or other students have given permission to record, the student who receives permission is expected to respectfully and responsibly use and manage the recorded material. Sharing or publicly posting captured material without permission is also prohibited.
- Using the laptop and its applications or the school network either in or out of school to harass, disparage, or intimidate another person or the school itself.
- Sending or posting messages that are detrimental to the reputation of Oakland Catholic by virtue of the sender's ad- dress or other means of identification.

Illegal Activity
- Installing or using software intended to obtain pirated or other copyrighted materials (e.g. BitTorrent, Popcorn Time).
- Using the network in support of illegal activities or businesses or for gambling.
- The school will not be responsible for any financial obligations resulting from school-provided laptops, technology or access to the Internet.

Network Access (Major)
- Placing, creating, or accessing sexually explicit, violent, obscene or unlawful material.
- Attempting to get around network security or to impair functionality of the network.
- Attempting to bypass restrictions set by the network administrators.
- Using a computer for distribution of inappropriate or illegal material including text, audio, images, or video.
- Providing billable services to others for the use of your laptop or OC network resources.

Repairs, Insurance, and Claims
- Procedures for reporting issues related to your MacBook Air will be discussed with students during orientations and class meetings at the start of each school year. It is imperative that all issues with the computer are reported immediately and according to the protocol established. Some issues may be resolved on site, but some may need to be sent for repair and a loaner computer will be issued.

Oakland Catholic High School maintains a self-insurance fund. This fund is extensive, but not exhaustive. The fund does not cover loss or cosmetic damage. The fund offers limited coverage on power cords. The fund does cover theft but only if a police report is filed within 24 hours and the police report indicates clear evidence of break-in and/or malicious intent. Examples of these situations are fully explained at the required parent/student Mission Forward orientation for all new students. The same explanation is repeated annually to all returning students at the start of each school year.

If a laptop or power cord is damaged for any reason, and that damage interferes with the functioning of the laptop or presents a danger, the student is to email or see the Director of Academic Technology, explaining what the issue is, how it occurred, when, and where. The Director of Academic Technology will follow up with the student the next day that school is in session. The student should bring all parts to the Director of Academic Technology on that day.

Manufacture Defects: Defects to general hardware or problems not caused by accidental damage
- Can include battery, keyboard, trackpad, logic board, or general failure
- Never a charge

Accidental Damage: Liquid spills and cracked screens are most common

If a student reports accidental damage or accidental damage is determined while the computer is being repaired then:
- *First claim:* $50 charge
- *Second claim:* $150 charge
- *Third claim:* $300 charge
- *Fourth claim:* cost of repair (approximately $500)

Intentional Damage: Includes loss or theft not reported or no evidence of vandalism
- Never covered by insurance and will be the cost of repair or the cost to replace the computer ($500 - $1,500)

Power Cords:
- Power cords that stop functioning and have no visible damage (no fraying) are covered in full and a replacement will be issued
- Power cords that stop functioning due to normal wear and tear or accidental or intentional damage are not covered. (Any fraying, visible kinks, or exposed wire). A new charger must be purchased
    - Apple branded - $80
    - Non-Apple branded - $25

Normal wear and tear is to be expected with regard to small dings to the laptop or some fraying of the burgundy neoprene sleeve over the course of a student's time at Oakland Catholic High School. By requiring the purchase of a hard case covering and that the laptop always be transported in its sleeve, Oakland Catholic High School hopes to minimize the amount of normal wear and tear. If more extensive cosmetic damage is incurred due to the student's negligence (large dents, scratches, slashes, or other permanent damage in conflict with the expectations outlined in this AUP), but this dam- age does not interfere with the functionality of computer and is therefore not covered by the insurance fund, a fee of $100 will be assessed the student and her family upon the return of the laptop to the school as a means to cover the cost of these cosmetic repairs prior to reissuing the computer to an incoming student.

In order for a student to receive a laptop, a parent/guardian must electronically sign the Student/Parent Pledge via the online form emailed to you, as well as the Insurance Acknowledgement that states that if a computer is lost, stolen, or damaged in some manner not covered by the insurance fund or under the cosmetic damage policy stated above, the person financially responsible for the student must pay Oakland Catholic High School **$1,500** as a replacement fee for the computer and the software associated with the computer.