Mount de Sales Academy
Acceptable Use Policy
(2015-16)

Mount de Sales Academy (MDSA) is committed to using information technology resources (ITR) to enrich our curriculum and provide our students with the information technology skills needed for success in higher education and the workplace. Access to these resources is a privilege that provides opportunities to the Mount de Sales community for collaboration and promotes academic excellence by facilitating resource sharing, innovation, and communication. In accordance with our Catholic mission and applicable law, MDSA requires the ethical and responsible use of ITR by students, faculty, and staff. Faculty and staff are responsible for guiding our students towards ethical and responsible use by direction and example. In furtherance of these guiding principles, MDSA has established this Policy, which includes the Terms and Conditions set forth below.

Terms and Conditions

For purposes of this Policy, "Informational Technology Resources," or "ITR," include (a) each computer network, printer, scanner, peripheral, server, electronic file or folder, camera, projector, interactive board, iPad, iPod, personal computer, tablet computer, laptop computer, Internet-based program, website, and email system, and all software, that MDSA owns, leases, maintains, or permits its students, faculty, or staff to use, (b) any Internet access provided by MDSA or obtained through ITR, and (c) any electronic device (whether or not owned by MDSA) that is brought onto MDSA's campus or used off MDSA's campus to access a wireless network or other ITR owned or maintained by MDSA. See the MDSA Student Handbook for specific cell phone policies.

1. *Ownership; Absence of Privacy Rights.* ITR and all information and content created, sent, stored, or received by, with, through, or on ITR, including without limitation all email messages and electronic files, are the property of MDSA. Faculty, students, and staff shall have no expectation of privacy with respect to use of ITR or any such information or content. MDSA reserves the right and maintains the ability to monitor use of ITR, and to access, read, review, monitor, and copy all such information and content, with or without notice or cause.

2. *Acceptable Use; Etiquette and Responsibility.* Faculty, students, and staff shall use ITR only for curriculum-related, academic, and school-related activities and, when doing so, shall:

- Respect the privacy of other users and refrain from attempts to access, obtain copies of, or modify files or data maintained by other users, without permission.
- Act in a responsible, courteous, ethical, and lawful manner that is consistent with MDSA's mission.
- Respect copyright and license agreements for software, digital artwork, and other forms of electronic data.
- Comply with federal and state laws, as well as MDSA policies, concerning unauthorized use, disclosure, or transmission of information.
- Respect the integrity of computing systems (by: for example, refraining from use or development of programs that infiltrate a computer or computing system, and/or damage or alter the software components of a computer or computing system.
- Safeguard their accounts and passwords by using only their own accounts, user names, and passwords and refraining from any sharing of user names and passwords.

3. *Unacceptable Use*. Faculty, students, and staff shall not use ITR:

- To engage in any form of plagiarism or academic dishonesty.

- To engage in any illegal activity of further any unlawful purpose.
- To transmit threatening, obscene, or harassing materials or correspondence.
- For distribution of MDSA data or information without authorization.
- To interfere with or disrupt other ITR users, services, or equipment.
- To advocate religious beliefs or practices contrary to Roman Catholic teaching.
- To disclose or publicize proprietary or confidential information.
- To attribute any opinion to MDSA without authorization.
- To upload or download commercial or other software in violation of any copyright.
- To download any software or electronic file without reasonable virus protection measures in place.
- To post or distribute photos, videos, or other information of or concerning MDSA students to any website, electronic forum, or news media outlet without prior written permission from the school administration.
- To post or distribute any information which is considered contrary to the MDSA mission or is in violation of the rights of others.
- To transmit copyrighted, proprietary, confidential or other information or material in violation of any federal, state, or law local or regulation.
- To engage in any other activity that MDSA may, in its sole and absolute discretion, prohibit or deem inappropriate.

4. *Disclaimers; Protocols; Etc.*

A.   MDSA does employ certain procedures to prevent student access and exposure to inappropriate materials on the Internet, but we cannot guarantee that students will not encounter objectionable text, images, or content. We firmly believe that the benefits of using ITR for educational purposes far outweigh the potential for misuse. We ask the assistance of all in developing, displaying, and modeling responsible attitudes and appropriate behaviors regarding the use of information technology in school and at home. MDSA is not liable for any damage to or loss of data on a student owned ITR.

B.   Pursuant to the Electronic Communications Privacy Act of 1986 (18 U.S.C. 2510 *et seq.*), notice is hereby given that there are NO facilities provided by MDSA for sending or receiving private or confidential electronic communications. System administrators have access to all mail and user access requests, and will monitor messages as necessary to assure efficient performance and appropriate use. Messages relating to or in support of illegal activities will be reported to appropriate authorities.

C.   MDSA maintains and enforces an Internet Safety Policy under which:

- Classroom management software is used and all online activities of users are monitored.
- Software is used to restrict access to inappropriate materials and websites.
- Use of electronic mail, chat rooms, and other forms of direct electronic communication by students is restricted and logged.
- Accessing computer systems, network connections, and software with the intent of engaging in "hacking," "digital vandalism," "cyber bullying," or other unlawful activities is strictly prohibited.

D.   Any harassment or bullying occurring on or off MDSA's campus, online or in-person, shall be reported immediately to a faculty member or to administration and will lead to disciplinary action and possible criminal prosecution under Maryland's law governing misuse of interactive computer services ("Grace's Law") or other applicable law.

E.   MDSA will review and address alleged violations of this Policy on a case-by-case basis. Violations of this Policy may result in disciplinary action, up to and including dismissal. Any questions about this

Policy should be directed to the Vice Principal of Student Affairs.

Mount De Sales Academy Acceptable Use Policy for 2015-16 – Agreement Form

I have read and understand the Mount De Sales Academy Acceptable Use Policy (2015-16) (the "Policy"). I agree to be bound by the Policy and to comply with the Policy.

If I am the parent or guardian of one or more children attending Mount De Sales Academy, I also grant each such child permission to use Information Technologies Resources (as defined in the Policy) and to access the Internet using such Information Technology Resources.

_____   _____
Date   Signature of Student/Faculty Member/Staff Member

_____   _____
Date   Signature of Parent or Guardian

_____   _____
Date   Signature of Parent or Guardian