Mount Saint Joseph Academy
Acceptable Use Policy – Students

Mount Saint Joseph Academy
120 W. Wissahickon Avenue
Flourtown, PA 19031
215-233-3177
http://www.msjacad.org

- Dr. Judith Caviston, Principal jcaviston@msjacad.org
- Kathy Moser, Librarian/Media Specialist kmoser@msjacad.org
- Maragaret Toth, Technology Department Chairperson, WebPublisher mtoth@msjacad.org
- Kevin Schanely, Network Administrator kschanel@msjacad.org

“Innovative, technologically---rich, as well as traditional instructional strategies maximize the potential academic growth of each student.”
— from the Belief Statements of the Mission of Mount Saint Joseph Academy

Contents

INTRODUCTION 2
The INTERNET 2
The MSJA INTRANET 2
SCHOOL CONDUCT CODES 3
MORAL AND ETHICAL ISSUES 3
ELECTRONIC LIBRARIES 4
USING THE RESOURCES 4
EXPECTED BEHAVIOR 5
LEGAL ISSUES 5
MSJA SAFE AND RESPONSIBLE USE POLICY AND REGULATIONS 6
PERSONAL EQUIPMENT 8
CONSENT AND WAIVERS BEGIN 9
Mount Saint Joseph Academy
Acceptable Use Policy

INTRODUCTION
The last several years have radically changed the way the Mount relates to the world. The Mount Saint Joseph Academy network and the Internet, represent powerful educational resources that will allow you to find information in this worldwide digital network. You are able to connect to electronic databases, businesses, major universities, national libraries, other schools and colleagues around the world.

Just as you learn social codes and behaviors that are acceptable at the Mount, you need to learn, understand and respect the correct procedures and rules for using the network of information services. We require that all students obey the guidelines. If you fail to follow these guidelines, you will not be allowed to continue to use the school digital resources and may be subject to disciplinary actions.

At the beginning of each school year, you and your parents are required to sign the Acceptable Use Policy and the iPad Pledge, which means that you are aware of the proper procedures for using the Internet, the Mount’s Intranet, and electronic devices during school hours.

The INTERNET
The Internet is a global network made up of many smaller contributing networks to support the open exchange of information among many different kinds of institutions all over the world. This system gives immediate access to information. The intent of Mount Saint Joseph Academy is to use connections on the Internet only for purposes consistent with our approved curriculum and mission. Our goal in providing this resource and tool is to promote educational excellence.

Among other things, there is information that may be judged as inaccurate, abusive, profane, sexually oriented or illegal. MSJA wishes to support students, faculty and staff in responsible use of the Internet and does not condone or permit the use of this type of material.

The MSJA INTRANET
The MSJA Intranet is one of the networks that make up the Internet. Each MSJA computer and all students who have a computer and Internet access from home, can access our Mount Intranet. This network supports activities that have educational value for administration, teachers and students including our library/media resources and information regarding activities, course web sites and links about other school specific events.

The Internet and the MSJA Intranet are "public places." You must always remember that you are sharing this space with many other users. Others can monitor your actions on the
network. Because these connections are granted to you as part of the larger scope of the
mission, Mount Saint Joseph Academy reserves the right to monitor all traffic on the
network. We do this to make sure that the network continues to function properly for all of
its users. All communications and information accessible via the network should NOT be
assumed to be private property.

The Internet does include some material that is not suited for students. The intent of
Mount Saint Joseph Academy is to use connections on the Internet only for purposes
consistent with our approved curriculum and mission. Our goal in providing this resource
and tool is to promote educational excellence.

To ensure that students have access to appropriate materials, the Mount has selected a
"technology protection measure", a firewall, for use with the school’s Internet system and
has specified the manner in which the firewall will be configured. This is a requirement of
the Schools and Library Commission if the Mount is to be eligible for any e---rate funding.
The firewall will always be configured to protect against access to material that is obscene,
child pornography, and material that is harmful to minors, as defined by the Children’s
Online Protection Act. The Mount has the flexibility to reconfigure the firewall to best meet
the educational needs of the students. Our technology protection measure is in effect only
when access to the Internet and our network is established through WiFi. **We have no
control over satellite (3G/4G) access to the Internet, therefore all students must use
the WiFi connection while on school property.**

**SCHOOL CONDUCT CODES**
The Mount has a behavior code for all students that details appropriate school behavior,
outlines rights, and sets expectations for students. Because the Mount’s Inter/Intranet is
used as part of a school experience, the school’s code of conduct applies to network
activities as well. Therefore, the network use policy is an extension of the school’s behavior
code. These rules apply to vandalism of computer equipment, unauthorized access to
information, computer piracy, hacking, and any tampering with hardware or software.

These rules also apply to the digital use of harassing and abusive or obscene language. You
may not use the network to annoy, harass, or offend other people.

Other types of damage and information loss to a computer system are viruses and worms.
If you are deliberately responsible for a computer becoming infected with viruses or
worms, you will be held liable.

**MORAL AND ETHICAL ISSUES**
The moral and ethical issues involving the use of worldwide information systems deal with
the appropriate access to information, the type of information, and the behavior of the user.
The administration wants you to use this valuable educational tool, but at the same time we
cannot condone the use of inappropriate information on the Internet. We simply
acknowledge the fact that these materials exist and then do everything we can to actively
avoid them. We cannot weed out all of the materials that are unacceptable, but it should be
clearly understood by all students that access to such material via the Mount Internet services in any form is strictly forbidden. Likewise, it is impossible to control or monitor any data students find on the global network, using their personal devices. The network is designed to achieve and support instructional goals, and any information that does not support classroom learning is to be avoided.

To ensure that students have access to appropriate materials, the Mount has selected a “technology protection measure”, a firewall, for use with the school’s Internet system and has specified the manner in which the firewall will be configured. The principal and technology specialists will conduct an annual analysis of the effectiveness of the selected firewall and make decisions regarding the selection and configuration of such measure.

The technology protection measure may not be disabled at any time that students may be using the Internet system, if such disabling will cease to protect against access to materials that are prohibited under the Children’s Internet Protection Act.

**ELECTRONIC LIBRARIES**

School librarians are required to devise collections that are "consistent with the philosophy, goals, and objectives of the school." This means that teachers/staff and students have the right to information, but the school has the right to restrict any information that does not apply to the approved curriculum. The Internet is a vast digital library. The electronic database and information search tools it uses have become part of the Mount media center/library.

The Mount’s intranet hosts our library/media site that provides direct access to a growing number of appropriate search engines and databases that support curricular research.

**USING THE RESOURCES**

It may seem that there is no limit to the resources on the Internet, but the Mount network has a substantial but limited capacity to handle traffic and storage. This means the more users there are on the network, the more congested the network can become. It is also a reality that printing large files and multiple page documents from the Internet can be a thoughtless and unnecessary waste of paper and ink; so can impatiently printing multiple copies of the same document. The following list will help avoid the misuse of these resources:

- Do not tie up the network with idle activities.
- Do not play games on the network or on the Internet.
- Do not intentionally or thoughtlessly waste limited resources (e.g. paper, ink.)
- Do not download or print multiple page files.
- Do not print presentations like PowerPoint as a single slide per page.
- Do not use social media for personal communication.
- Only take the information you want and need.
• Only communicate with teachers and administrators via their school issued Gmail account.

EXPECTED BEHAVIOR
You are expected to use the network to pursue intellectual activities, seek resources, access libraries and find international friends. We want you to explore this "space", and discover what is available there.

When you are using the computer network and communicating with others in remote or even close locations, keep the following in mind: (1) You cannot see them; (2) You cannot tell how old they are or even what sex they are; (3) They can tell you anything, and you cannot always be sure what they are telling you is true; and (4) Absolute privacy cannot be guaranteed in a global network environment. So, you need to think carefully about what you say and how you say it.

For your own safety and for the safety of others, remember to exercise caution when you are communicating with people in the outside world. Do not give out your home phone number or your address to anyone. They do not need to have that information. If you feel there is a problem or if you feel uncomfortable with the information someone is giving you, tell your teacher or other adult immediately.

Similarly, you may not harass other users. You don't want to run the risk of breaking the law by bothering other people. Know that whether at school or at home, if a user on the Internet asks that you no longer send them mail or in any other way contact them, you are obliged to stop all contact immediately. You may feel you have the right of freedom of expression, but others have the right to be free from harassment.

LEGAL ISSUES
A. The Law
It is a felony to intentionally access any computer system or network for the purpose of:
   (1) devising or executing any scheme or artifice to defraud or extort or
   (2) obtaining money, property, or services with false or fraudulent intent, representations, or promises.

It is also a felony to maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program, or data. Penalties include fines and/or imprisonment. Anyone committing acts of this kind will face police charges, and disciplinary action by the school. The person will be punished to the full extent of the law.

Some examples of offenses are removing another user's accounts, changing other user's passwords, using an unauthorized account, impersonating another student or faculty/staff member and creating accounts in his/her name, damaging any files, altering the system, or using the system to make money illegally. You may not cause damage to any school property. This includes the network system.
B. Plagiarism
The dictionary defines plagiarism as "taking ideas or writings from another person and offering them as your own." The student who leads readers to believe that what they are reading is the student’s original work when it is not is guilty of plagiarism. Credit should always be given to the person who created the article or the idea.

Be careful when you are using the Internet. Cutting and pasting ideas into your own document is very easy to do. You must always give credit to the author. It is wrong to:

- Download a free research paper.
- Buy a paper from a paper mill.
- Copy in all or part of an article from the Web or an online or electronic database.
- Copy a paper from a local source such as another student.
- Cut and paste to create a paper from several sources.
- Quote less than all the words copied.
- Fake a citation.

C. Copyright
According to the Copyright Act of 1976, "Fair Use" includes such reproduction by any means for purposes such as criticism, comment, news reporting, teaching, scholarship or research. In determining whether the use made of a work (graphic, text, music, video etc.) is fair, the factors to be considered include:

1. the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. the nature of the copyrighted work;
3. the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. the effect of the use upon the potential market for or value of the copyrighted work.

You may not plagiarize or sell what you find.

5. Knowingly photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person’s consent, is unlawful. Equally unlawful is disclosing, displaying, distributing, or publishing a photograph, videotape, film or digital recording without that person’s consent. Faculty, staff, and students may not do the above without a person’s expressed written consent.

MSJA SAFE AND RESPONSIBLE USE POLICY AND REGULATIONS
You are expected to abide by the generally accepted rules of network etiquette. In general, this requires efficient, ethical and legal utilization of the network resources. Please note as well that the school’s network storage areas may be treated similar to school lockers.

---

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. **Users should not expect that files stored on school servers will always be private.**

Mount Saint Joseph Academy permits Internet activities that focus on the:

- investigation of and communication about topics being studied in school.
- investigation of and communication about opportunities outside of school related to community service, employment or further education.

Mount Saint Joseph Academy declares unethical and unacceptable behavior just cause for taking disciplinary action, revoking networking privileges, and/or initiating legal action through which an individual:

- Searches, views or retrieves materials that are not related to schoolwork, community service, employment or further education.
- Uses the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts.
- Subscribes to any services or orders any goods or services.
- Shares a student’s home address, phone number or other personal information.
- Intentionally disrupts network traffic or crashes the network and connected systems.
- Degrades or disrupts equipment or system performance.
- Has food or drink near school computers.
- Harasses, insults, bullies, or attacks others.
- Uses obscene language.
- Displays, writes or sends offensive messages or pictures.
- Uses the Mount Saint Joseph Academy computing resources for commercial or financial gain or fraud.
- Steals or damages data, equipment, or intellectual property.
- Gains unauthorized access of others’ files, or vandalizes the data of another user.
- Gains or seeks to gain unauthorized access to resources or entities.
- Intentionally wastes finite resources.
- Invades the privacy of individuals.
- Uses others’ passwords.
- Trespasses in others’ folders, work or files.
- Attempts to bypass the Technology Protection Mechanism.
- Possesses any data which might be considered a violation of these rules in paper, digital, or any other form.
- Any activity that violates a school rule or a local, state or federal law.
- Any authorized staff member maintains the right at any time to randomly check the history of users to show where they have been on the Internet. You should expect only limited privacy in the contents of your personal files on the Mount system.
• Participates in Messenger, text messaging, Twitter, LinkedIn, etc., unless approved by a teacher or an administrator.
• You may not use social networking (Facebook, Instagram, Snapchat, etc.) to communicate in the Mount.
• Students are issued a school email address through Gmail with the direction of the Instructional Technology Coordinator. Students and teachers should use only their school issued email addresses when communicating electronically.

PERSONAL EQUIPMENT
Personal Laptops Or Equipment
Students are held accountable to all policies contained in this document when they are using their personal laptop or electronic device on school property. Mount Saint Joseph Academy is not responsible for any damage, theft or loss of personal equipment that students bring in to school. While on school property, students must access the Internet or any apps via the Mount’s WiFi.

Cell Phones & Personal Devices
Personal devices are to be used for teacher-directed activities only during school hours. While on school property, students must access the Internet or apps via the Mount’s WiFi.

A. Consequences of Violations include but are not limited to:
• Suspension and/or revocation of the right to use any computer or personal device on school property, including in classes.
• Demerits.
• Detention.
• School suspension.
• School expulsion.
• Legal action and prosecution by the authorities.

B. Remedies and Recourses
If you are accused of any of the violations, you have all of the rights and privileges that you would have if you were accused of any other Mount Saint Joseph Academy infraction.

The Mount’s Network, which provides a wide range of computing resources, including software, hardware, email and Internet access, is the property of Mount Saint Joseph Academy.
Privacy and security of files and electronic communication are not guaranteed and should not be assumed. The network administrator, the school’s administration, and designated staff reserve the right to access a user’s mailbox and files stored on or processed through the Mount network in order to help maintain the system’s functionality, for compliance with legal requirements and as otherwise required for the well-being of the school. Mount Saint Joseph Academy has the right to restrict or terminate network and Internet access at any time for any reason. The Mount further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the network and the school.
Mount Saint Joseph Academy

Acceptable Use Policy

CONSENT AND WAIVER
The following form must be read and signed by you and your parent or legal guardian.

By signing the Consent and Waiver form attached, I, and my parent(s) or guardian(s) agree to abide by the following rights and responsibilities. I have discussed these rights and responsibilities with my parent(s) or guardian(s).

Further, my parent(s) or guardian(s) and I have been advised that Mount Saint Joseph Academy does not have control of the information on the Internet, although it attempts to provide prudent and available barriers. Other sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or potentially offensive to some people.

While Mount Saint Joseph Academy's intent is to make Internet access available to advance its educational goals and objectives through WiFi connectivity, account holders will have the ability to access other materials as well using satellites (3G/4G). While on school property students must use the WiFi connectivity in order to ensure safe access to the Internet and preventing inappropriate content.

The Mount believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for learning and collaboration, far exceed any disadvantages of access. But ultimately, the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their student should follow.

The student and her parent(s) or guardian(s) must understand that student access to the Mount Saint Joseph Academy network is being developed to support the Mount’s educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, the Mount makes no warranties with respect to the Mount Saint Joseph Academy network service, and it specifically assumes no responsibilities for:

A. The content of any advice or information received by a student from a source outside the school, or any costs or charges incurred as a result of seeing or accepting such advice.

B. Any costs, liability or damages caused by the way the student chooses to use her school network access.

C. Any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the Mount.
D. While the Mount respects the privacy of network holdings, students must assume that this cannot be guaranteed.

E. The Mount does not support, nor is responsible for, any or all content found using any global network.
Mount Saint Joseph Academy
Acceptable Use Policy

Return this form to Mount Saint Joseph Academy

CONSENT AND WAIVER
By signing this form I/we agree to the following terms:

- My use of the Mount Saint Joseph Academy network must be consistent with Mount Saint Joseph Academy's primary goals and with the stated rules and regulations.

- I will not use the Mount Saint Joseph Academy network or my own device for non-educational, unethical or illegal purposes of any kind. I will not plagiarize or make use of copyrighted material outside the boundaries of fair use.

- I will not use the Mount Saint Joseph Academy network or my own device to transmit threatening, obscene, or harassing materials. I understand that I will be held accountable for my behavior according to the policies outlined in the Student Handbook. Mount Saint Joseph Academy will not be held responsible for my actions.

- I will not use the Mount Saint Joseph Academy network or my own device to interfere with or disrupt network users, services or equipment. I will print only to my configured printer.

- It is assumed that information and resources accessible via the Mount Saint Joseph Academy network are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. Therefore, I will not use the Mount Saint Joseph Academy network or my own device to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

- I understand that cell phones are to be placed in my locker from 8:15 AM until 3:00 PM unless otherwise directed by a teacher. Therefore, MSJA is not responsible for any damage to the cell phone.

- IPads will be permitted in class. However, their use may be limited by teacher discretion.

- MSJA is not responsible for any damage to the iPads.

- Use of the global network is not condoned on school property, and MSJA is not responsible for any content found.

- I understand that I may not photograph, record or film in any way any person, including all faculty, staff, and students, without his or her expressed written consent. Students will be subject to disciplinary action if this rule is violated in any way.
Mount Saint Joseph Academy
Academic Integrity Policy

CONSENT AND WAIVER
By signing this form I/we agree that I/we have read and understand the policy regarding what constitutes cheating, plagiarism and academic integrity at Mount Saint Joseph Academy and the consequences for violation of that policy. I/we agree to adhere to this policy while I/my daughter is a student at Mount Saint Joseph Academy.

Mount Saint Joseph Academy
Lawful Viewing/Recording Policy

CONSENT AND WAIVER
By signing this form I/we agree that I/we have read and understand the policy that photographing, videotaping, filming, digitally recording, or by any other means secretly viewing, with or without a device, another person without that person’s consent, is unlawful. Equally unlawful is disclosing, displaying, distributing, or publishing a photograph, videotape, film or digital recording without that person’s consent. Faculty, staff, and students may not perform the above without a person’s expressed written consent.
I/we agree to adhere to this policy while I/my daughter is a student at Mount Saint Joseph Academy

By signing below you agree that you have read and understand:
• Acceptable Use Policy
• Academic Integrity Policy
• Lawful Viewing/Recording Policy

__________________________________________  ______________________
Student Name (Please Print)                              Graduation Year

__________________________________________  __________
Student Signature                                      Date

__________________________________________  __________
Parent/Guardian Name (Please Print)                    Date

__________________________________________  __________
Parent Signature                                      Date

Revised July 2017  MSJA Acceptable Use Policy – Students  12