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Saint Jeanne de Lestonnac School
Student Technology Acceptable Usage Policy

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Access to Saint Jeanne de Lestonnac School's network resources is a privilege that imposes certain responsibilities and obligations and which is granted subject to school policies, local, state and federal laws. All users of these shared resources must act responsibly and comply with specific policies and guidelines governing their use. The purpose of this policy is to promote the efficient, ethical, lawful and Christian use of Saint Jeanne de Lestonnac School's computer and network resources.

General internet searching is discouraged on all levels and will only be used in the presence of a teacher or adult. The school will take all reasonable means to limit our students' exposure to illicit and/or unwarranted content. Reasonable auditing procedures to prevent accidental access to inappropriate content are applied to the school's network during school hours defined by the Parent-Student Handbook. The school recognizes that all filtering devices and software are not 100% effective, but does all it can to adhere to the requirements of the Children's Internet Protection Act (CIPA).

Definitions
- Network resources include both wired and wireless connectivity in the SJDL School Network.
- Network access includes connecting to the Saint Jeanne de Lestonnac School network on campus, as well as accessing "Cloud" resources through the school's provided student user account.
- "Cloud" resources include, but are not limited to, Saint Jeanne de Lestonnac School's domain resources, namely, Google Educational Enterprise (sjdlschool.com), Learning Management System and all learning platforms (ie: Discovery Education, Renaissance Learning, Pearson Realize, ConnectEd, etc.).
- School assigned passwords are those that use at least six to eight characters, and may include a combination of letters, numbers, and symbols and are easy for you to remember, but difficult for others to guess. It is the responsibility of the user to inform a teacher or administrator if the user feels that his/her school assigned password has been compromised.
- Enrolled devices are any computer or device configured to access the school's network through a designated management system, via wired or wireless connectivity, within the school's local area network or wide area network. Access to the school's network is restricted to enrolled devices only.
- Social Media - Any publicly accessible platform.
- Defamation - Slander or Libel statements made in the presence or hearing of school personnel, parents and/or students at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises at some other place in connection with assigned school activities. For the purpose of this definition, the word "teacher" is defined as any member of the Administration, the Faculty, or the Staff of Saint Jeanne de Lestonnac School. Additionally, for the purpose of this definition, public areas will also include any publicly accessible platforms including, but not limited to, the school's Learning Management System, school managed online accounts, personal blogs, online threads, online feeds, podcasts, social media platforms, etc.

Acceptable Usage Policy and Guidelines

Acceptable usage of the internet/network can be, but is not limited to,
- Accessing URL links/Web sites specified by the teacher.
- Accessing and interacting with the school's information and learning management cloud.
- Accessing and interacting with the school's learning platforms.

Unacceptable usage of the internet/network can be, but is not limited to,
- Sharing school managed account information with any student.
- Adding any device to the school's LAN/WAN network without written permission.
- Accessing any social network site (other than the school's learning management cloud).
- Accessing the internet without the teacher's approval.
- Infringing on copyrighted material/any form of plagiarism.

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- Utilizing a teacher workstation/iPad or any other school-owned technology at any time.
- Sending an email, either through the school's provided domain email address (username@sjdlschool.com), or their own private email that is defaming, demeaning, derogatory, threatening, bullying, or offensive in nature, and/or inappropriate for our Saint Jeanne de Lestonnac School community.
- Using a smart watch, camera, cell phone, or any other electronic device to photograph or video anyone or anything in the school, which is considered private property of the Sisters of the Company of Mary, and not a public venue, without explicit written permission from the school and the individual(s) being photographed or videoed.
- Sharing photos, video, or social network applications that have been acquired off the school premises without the explicit written permission of the Sisters of the Company of Mary.
- Use of a non-enrolled device or a device with cellular capability.
- Creating and/or utilizing a Cellular HotSpot on a school managed device.
- Creating a Virtual Private Network (VPN) within the school's wide area network (WAN) or Local Area Network (LAN).

Students should be aware that state laws and school policies, guidelines and regulations may limit the protection of certain aspects of individual privacy. Both the nature of electronic communications and the public character of the school's business make certain uses less private than users may anticipate. The school may permit the inspection, monitoring or disclosure of content associated with a school account at any time by a child's parent or legal guardian, school personnel or law enforcement officers.

Parents and guardians of minors are responsible for setting and conveying the standards that their child(ren) should follow when using any device, media or information sources outside of the school's network. The school does not assume responsibility for parental decisions regarding outside of school network usage by enrolled devices or unenrolled devices. Parents should be aware of and assume all responsibility relating to the age requirements and guidelines of subscription-based websites, social media platforms and online stores.

Students who misuse the Saint Jeanne de Lestonnac School computing and network resources or who fail to comply with the school's stated Acceptable Usage Policy (AUP), regulations and guidelines are subject to, but not limited to, one or more of the following consequences:
- Temporary loss of computer/network access during incident investigations.
- Disciplinary actions taken by the Administration Team.
- Legal prosecution under applicable Federal and State laws for both students AND parents.

The Acceptable Usage Policy (AUP) applies to all students and approved users of the Saint Jeanne de Lestonnac School computing and network resources.

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By signing below, we acknowledge reading and understanding the Acceptable Usage Policy of Saint Jeanne de Lestonnac School, Tustin. Furthermore, by signing we *(Student/Parent)* accept the responsibilities stated herein and will notify a member of the Administration Team if malicious and/or inconsistent use of computer and network resources have been detected in a timely manner. Additionally, we *(Student/Parent)* acknowledge that Saint Jeanne de Lestonnac School is held harmless and released from liability for ideas and concepts that are gained through the use of the internet.

_____
Student's Name (Printed)

_____   _____
Student's Signature   Date

_____
Parent's Name (Printed)

_____   _____
Parent's Signature   Date

Parents who wish to discuss "Extenuating Circumstances" must do so in person with the Administration Team