

TECHNOLOGY USE

The use of technology at Hill-Murray School continues to expand with new equipment and applications offered each year. The outstanding technologies now available require appropriate and ethical use. Acceptable use guidelines will be reviewed at the beginning of each school year in English classes and at class meetings.

The use of technology at school, including the Internet, is a privilege, not a right. Students, staff and parents are advised that some sites on the Internet may contain material that is inappropriate and/or offensive. School administrators, faculty and staff do not condone the access to, nor permit the use of, such materials in the school environment. Students and parents will not hold any teacher, Hill-Murray School, or the Archdiocese of St. Paul and Minneapolis responsible or legally liable for materials distributed or acquired from the Internet. Students are expected to use technology in ways that conform to school policies and behavior standards, as stated in the school handbook.

The Acceptable Use Policy (AUP) restricts the following: Downloading any files, privacy invasion through accessing and/or vandalizing electronic data, inappropriate use of photographs or personal information, changing settings on computers, attempted unauthorized access to networks and equipment, bypassing or altering security software or hardware, and the purchase of any items through the Internet. In addition, the AUP restricts the following unless students have permission or are participating in a part of Hill-Murray School's online community: the use of e-mail, chat lines, bulletin boards, online communities, or games.

Any misrepresentation of another Hill-Murray student or staff member is a violation of the AUP. This includes materials posted in blogs, wikis, social networking profiles/sites, and content transmitted via text-messages or micro-blogging tools. Any student who creates or chooses to involve themselves in the fraudulent misrepresentation of another student or staff member will be subject to immediate dismissal from Hill-Murray and may also face legal actions by the criminal court system.

The use of personal e-mail is not allowed at Hill-Murray without permission. Students may be involved in classroom projects that require e-mail communication for a designated period of time under the supervision of a classroom teacher. The classroom instructor will provide guidelines for e-mail use, if such a project is initiated.

Students are reminded not to reveal any information online about themselves or other persons, such as last name, address, phone number, age, credit card numbers, etc. Students should never agree to get together with someone they "meet" online without first checking and getting approval from a parent. Students should tell parents and/or teachers immediately if they come across information that makes them feel uncomfortable.

Music and video players, headphones, pagers, cell phones, camera phones, laser pens, electronic handheld informational devices, and electronic games are not conducive to an educational environment and are to be turned off during the school day and remain in the student lockers. No photographic devices are allowed in Hill-Murray locker rooms. Items found during the school day will be confiscated and may be picked up from the Assistant Principal at the end of the school day. An hour of detention will be issued on the first offense; subsequent violations will result in a two hour after school detention.

Consequences of violations of the AUP may include but are not limited to one or more of the following: Loss of credit for an assignment and/or unit, suspension or revocation of the use and/or access to any or all technological resources, detention, suspension and possible dismissal. Proper legal authorities will be notified if necessary.

It is the responsibility of the end user (Hill-Murray student or staff) to use online components, including Moodle and Google Apps, in a respectful and responsible manner and only under the direction of a Hill-Murray staff member. By logging into the H-M Moodle or the H-M Google Apps site you are agreeing to H-M AUP policies. Any violation of the AUP may include a block on your Moodle account and/or your Google Apps account (and/or loss of credit for any online assignments). Please remember:

- Users should not use language that is offensive, abusive or illegal.
- Users should use the online environment to communicate about course topics only and to complete the assigned activities.
- Users should promptly disclose to their teacher any message they receive/view that violates Hill-Murray's AUP.

- Users are responsible for their Moodle and Google Apps account and any activity that occurs under their username. Users are responsible for protecting their passwords and changing it if they believe the security of their student account is compromised.

Hill-Murray reserves the right to monitor all forms of electronic messaging that takes place within these online components. Referral to administration for disciplinary action could include detention, suspension, or expulsion.