INTERNET/NETWORK ACCEPTABLE USE POLICY

As part of Xaverian’s commitment to academic excellence and technology, students and faculty are provided with access to the Internet to support instruction, conduct research, enhance curriculum and communicate with scholars throughout the world. The school strongly believes in the educational value of the Internet for collaboration among students, teachers, parents and administrators. The school use of the Internet is primarily instructional and must be consistent with educational objectives.

Xaverian’s online services are designed to guide users in navigating through vast resources while minimizing the possibility of accessing information that is inappropriate in the context of a school setting. Xaverian, however, cannot guarantee that such material will not be accessed.

Users must adhere to the same code of ethics that govern all other aspects of life. The following Internet Acceptable Use Policy is not an inclusive listing, but general guidelines dictated by decorum, privacy, respect and the law.

**General Usage**
- Accounts may be used only by the authorized owners of the accounts. Access of other accounts is prohibited.
- Users are responsible for the file content and e-mail communications of their accounts and devices. All messages shall be purposeful, appropriate and school related.
- Users shall not use their accounts or the network to create, view or distribute any images, sounds, messages or material which are obscene, pornographic, harassing, racist, inflammatory, malicious, fraudulent or slanderous.
- Users shall respect the privacy of others, and shall not access, modify, or copy passwords or data belonging to other users. Users will not publish private information on students or staff without permission.
- The use of the network for personal profit, commercial purposes or illegal activities is prohibited.
- Users are not to install software or download unauthorized files, programs or other electronic media.
- Users are not to connect their personal laptops to the academic network, unless permission is given.
- Illegal installation or transmission of copyrighted materials is strictly forbidden. Software piracy and plagiarism are illegal.

**IPad Usage**
- The iPads primary function is as an educational tool. By accepting the iPad, students agree to participate in all class activities and assignments as directed by their teachers.
- The iPad is school property and Xaverian maintains the right to inspect it and its contents if deemed necessary by school personnel.
- Only the student that receives the iPad is authorized to use it, unless otherwise instructed.
- Students are responsible for populating the iPad with appropriate apps as well as those apps directed by the school.
- Students leaving Xaverian must return the iPad and charger in like condition as received.
- The user cannot modify (jailbreak) the equipment at any time.

**Security**
- Students are responsible to protect and safeguard their iPad, including – taking reasonable measures to prevent theft. They will be required to reimburse Xaverian for any and all damage, theft, or loss. In the case of theft or vandalism that takes place outside of Xaverian, a police report must be filed. For loss, theft, or damage beyond reasonable repair, reimbursement to Xaverian will be at the purchase price for a replacement unit. Any incident within the school must be reported immediately to the Assistant Principal for Discipline and Operations.
IPads Left at Home
- If students leave their iPad at home they are responsible for getting the course work completed as if they had their iPad present. Students repeatedly forgetting iPads at home will face academic and disciplinary action.
- iPads must be brought to school each day in a fully charged condition. This means students need to charge their iPads each evening.

Screensavers/Background and Photos
- Inappropriate media may not be used as a screensaver or background photo.

Sound and Music
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Music is allowed on the iPad and can be accessed at the discretion of the teacher or the administration.

Camera and Microphone
- The iPad camera/microphone is not to be used in school except at the direction of a teacher. Anyone found taking or uploading unauthorized photographs, video or audio will face severe disciplinary actions to include expulsion.

Computer generated messages and Cyber-bullying: Respect for each other and this school are paramount in and out of the classroom. Any conduct that violates the value of respect is unacceptable. No student may post any offensive items online in any of the social media websites, emails, text messages blogs instant messaging or any other computer generated messaging service. The use of any of these online websites in order to make negative statements, show inappropriate photos, or videos that in anyway denigrate, show hostility, or aversion toward an individual or group associated with Xaverian or about Xaverian will constitute harassment and will not be tolerated. Any student who posts any items, photos, videos, statements on line that are deemed to be offensive to another student, faculty, administration or staff at Xaverian or posts any negative comments regarding Xaverian or inappropriate use of the Xaverian logo or name will be required to be remove it immediately and will be subject to suspension and a possible dismissal hearing.

Any user who does not comply with this Acceptable Use Policy will be subject to one or more of the following consequences: conference with parent or guardian, compensation equivalent to the cost of repair or replacement as determined by the school, disciplinary measures at the discretion of the administration, including loss of privilege to use computer systems and devices, expulsion, and/or legal action.

- Both Parents and Student should have read and signed the following statement and returned it to the Technology Office.

We have read Xaverian’s Acceptable Use Policy (AUP) and fully understand that the student will be held accountable for all activities. If an iPad is assigned to the student, we agree to the terms and conditions outlined above and to abide by the principles and guidelines of the AUP.

Parent ___________________________ iPad #________________________

Student ___________________________