Ethical and Responsible Use of Technology Policy

2022 - 2023
School Year

Contents

Executive Summary

Scecina Memorial High School (Scecina) is a co-educational Catholic college and life preparatory school. Our decisions in the implementation of technology are founded in our Faith and our mission to ready students for the world.

Technology resources are designed to further and enhance our students' learning experiences. In addition, technology resources are offered, allowed, provided, installed and/or delivered to enhance the effectiveness of our Catholic school parents, employees, volunteers, and other role models.

The Ethical and Responsible Use of Technology Policy for Scecina is written with input from the Office of Catholic Schools in the Archdiocese of Indianapolis and Scecina's Board of Directors, students, parents, staff and members of the Scecina Technology Committee.

The intent of this document is to provide expectations and procedures for students, staff, volunteers, and others while using technology and related services. The scope of expectations includes matters pertaining to ethical digital citizenship, academic honesty, privacy, warranties, theft, legal and licensed access to software, media or services, vandalism and consequences for misuse of technology. Finally, the document includes the agreement forms that students, parents/guardians, staff and volunteers are asked to sign, which signifies their acceptance of stated expectations.

Consequences, in accordance with the student or staff handbooks, may apply to any student or staff member (paid or unpaid), whether on or off campus utilizing school-owned/issued or personal devices. Scecina prohibits students, staff, or volunteers from engaging in and/or supporting any activity that would be considered inappropriate, threatening, derogatory, defaming, harmful, or otherwise inconsistent with Catholic values.

Students are to honor the following expectations while using technology resources (hardware, services, software, and online resources):
- Students who possess a cellular phone and choose to bring it to school will keep it in his/her own locker during the school day, able to be accessed only during passing periods and not carried with him/her during, the school day from the first period through last period of the day.
- Use digital devices, networks, services, software, or other resources for educational purposes and activities.
- Keep one's own personal information, and that of others (including phone numbers, email addresses, home addresses, passwords, and similar type of personal data), private.
- At all times, show respect for oneself, peers, fellow community members, the school, the Archdiocese, the Church, and the values of the Catholic faith.
- Always provide credit to others for their creative ideas and works.
- Report to appropriate school staff the inappropriate use, theft or vandalism of any technology equipment or resources immediately.

In total, this document highlights Scecina's commitment to the ethical and responsible use of technology as we educate and nurture our students, staff, and volunteers to live as servant-leaders in the inspiring footsteps of Father Thomas Scecina.

Introduction

The use of any technology device, service, or software at Scecina Memorial High School (Scecina) is to be used in a manner consistent with the Mission and Core Values of the school. This includes the ethical use of such items in the education and service to the students of Scecina.

Scecina Memorial High School Mission Statement
"Scecina Memorial High School, established by the Archbishop of Indianapolis, is a co-educational Catholic college and life preparatory school that motivates our diverse and gifted community of students to attain educational excellence, be lifelong learners, and live as servant leaders in the inspiring footsteps of Father Thomas Scecina."

Scecina Memorial High School is committed to living the following Core Values in every aspect of the Scecina experience:
Inspired by our Lord Jesus Christ and his servants Father Thomas Scecina and the Sisters of Saint Francis, we embrace:
- Vocation: Honoring and living according to the unique gifts that God has given us in keeping with the teachings and values of the Catholic faith
- Servant Leadership: Following Jesus' example of meeting people's needs and helping them fulfill their highest destinies
- Stewardship: Receiving, cultivating, and sharing God's gifts gratefully and generously
- Excellence: Living the Gospel and attaining the best possible results in all that we do.

The 8 Principles of Ethically Responsible Technology Use
The 8 Principles of Technology Use provide statements defining "technology" when referenced in this document. In addition, these principles should be used as a reference guide when making decisions on the use or implementation of technology.

1. Technology, like other resources, must be stewarded in a way consistent with our faith and mission.
2. Technology is a tool for learning, an instrument of engagement, to enhance the effectiveness of what we do in all capacities of the school.
3. Implementation of technology is and must always be purposeful.
4. Expectations and consequences for use and misuse of technology exist – applying universally to all associated with the school.
5. Use of technology is not only about you, the user, but also about how what you do with technology affects others – ethical and responsible use is critical.

6. Technology is to never be used to harm, steal, cause distress or bear false witness.
7. Technology and digital resources have a cost associated with their use – always pay for what is used or gain permission.
8. Digital intellectual property is real – always protect and acknowledge another person's creative works.

The Network

Scecina's computer network (ScecinaNet) is established for the educational and professional use of Scecina's students, staff and volunteers ("Users"). This Ethical and Responsible Use of Technology Policy (the "Policy") is intended to govern Users with respect to the use of ScecinaNet and the Internet. Scecina regulates access to and use of the ScecinaNet and the Internet by principles consistent with the educational mission of Scecina, as well as the rules and expectations published in the Student and Staff Handbooks. Violations of this Policy are subject to the consequences outlined in the handbooks and could possibly include ScecinaNet and internet privileges being revoked or suspended. Scecina may also report offenses to appropriate law enforcement agencies.

ScecinaNet provides access to the global internet. Scecina has taken available precautions to restrict access to controversial materials on the Internet. However, on a global network, it is impossible to control all materials. Scecina believes that the valuable information and interaction available on the Internet far outweighs the possibility that users may find material that is not consistent with our educational goals, Mission Statement or Core Values.

The smooth operation of the ScecinaNet relies upon the proper conduct of all users. The signature on the Ethical and Responsible Use of Technology Policy Acknowledgement form and Computer Issuance Agreement form are indicating the parties who have signed have fully read the terms and conditions of this Policy carefully and understand their significance.

Privileges

Scecina uses applications that are educationally beneficial to our students. The use of the ScecinaNet is a privilege, not a right. The use of an account must be consistent with the educational objectives of Scecina. The Technology Department will bring any concerns to Scecina's administration. The use of any technology resource must comply with the rules appropriate for that resource. Transmission of any material in violation of any U.S. or state regulation is prohibited.

Expectation of Privacy

Scecina routinely monitors usage of ScecinaNet and may review any communications on its systems. Scecina is able to override all passwords. Students do not have a privacy right in the contents of their computer system, including messages sent, received, or stored in email or in the use of the Internet. Passwords to these systems exist for the benefit of Scecina. Staff and students should have no expectation that the ability to choose a password for a Scecina-provided service in any way limits the ability or right of Scecina to monitor all activity. Should a personal mobile device be connected to Microsoft Office 365 services or other Scecina-provided services, the user understands that the device may be able to be remotely wiped of all school-related data by the Technology Department, in consultation with school administrators. This measure would be considered in the event that the device is lost, stolen or the user refuses to comply with reasonable requests should there be a notified change in the status of access.

Security

Security is a high priority. No user may have access to another's personal files on the ScecinaNet. The following guidelines will help maintain ScecinaNet security:

1. If you feel you have identified a security risk or that you do not have proper access to resources on the network, you must notify the Vice President of Technology to begin corrective actions.
2. Do not allow anyone else to use your account and do not use another individual's account.
3. Inappropriate attempts to access a resource as an administrator or the use of an account that is not assigned to you will result in immediate cancellation of user privileges and/or disciplinary measures in accordance with the student or staff handbook.
4. Any user identified as a security risk or having a history of causing mischief on other computer systems may be denied access to the ScecinaNet.

Inappropriate Access

Not all of the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

In addition to providing information, the Internet is capable of providing the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these

methodologies are appropriate for an educational environment as outlined in this document.

Downloading or loading of software onto Scecina's computers is prohibited except by the Vice President of Technology, the Technology Department or specified designee. Staff should notify and gain permission to install new software titles onto their issued computer. An enormous quantity and variety of free software are available on the internet. However, widespread downloading of such software on Scecina's computers has a cumulative negative effect and can result in the substantial degradation of performance, additional maintenance time, and increased threat of virus infestation. If your role requires regular software installation onto Scecina-owned computers or tablets, contact the Vice President of Technology to create documentation outlining these needs and the exception for you, while operating in your specified role.

Staff or students may not use school computers to access any internet resource that contains information that is inappropriate for educational purposes. In addition, staff or students may not access, upload, download, transmit, display or distribute anything falling into the following examples of inappropriate information/content:

1. Offensive material – content that is in poor taste or could be considered obscene, abusive, or sexually explicit, racist, illegal or harassing.
2. Distribute dangerous material – content that provides direction in the construction of explosives, similar devices or practices that could injure yourself or others.
3. Inappropriate contacts – materials that can lead to contact with others who could potentially threaten the school, student or staff health and safety.

If uncertainty exists as to whether or not a site's material might be considered inappropriate, the User should consult a member of the administration for clarification.

Users of ScecinaNet should never attempt to defeat, disable or otherwise circumvent security software, content filtering or any other similar solutions.

Scecina-owned computers are managed to allow staff and students to use the systems only for educational purposes. Under no circumstances are staff or students to attempt to modify the existing hardware configuration of a Scecina computer, either by opening the computer or by changing BIOS and or other hardware settings. Students are responsible for reporting any damage discovered on school computers to their teacher immediately. Staff should report such damage to the Technology Department.

Acceptable Devices

Students who possess a cellular phone and choose to bring it to school will keep it in his/her own locker during the school day, able to be accessed only during passing periods and not carried with him/her from the first period through last period of the school day. Acceptable devices to carry during the school day, to be used only for educational purposes, including laptops and tablets that have a 7" screen or larger. Scecina staff have the authority to confiscate the device for the day with the student potentially losing privileges to use his/her own device while at school if abuse or misconduct is discovered.

Microsoft Office365 for Education Acceptable Use

Microsoft Office365 for Education is primarily for educational use. Staff and Students may use Office365 for Education for personal communication and work subject to the restrictions below and additional school rules and policies that may apply.

Privacy

The Technology Department has access to email accounts for security purposes. Users should have no expectation of privacy on the Microsoft Office365 for Education system.

Limited personal use – Staff and Students may use Microsoft Office365 for Education tools for personal projects but may not use them for:

1. Unlawful activities
2. Inappropriate sexual or other offensive content
3. Threatening another person
4. Misrepresentation of Scecina, staff or students

Safety

Students will tell their teacher or another school employee about any message they receive that is inappropriate or makes them feel uncomfortable. Staff members should report such activity to their supervisor.

Staff and Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.

Under no conditions are passwords to be given to another person.

Access Restriction - Fair Process

Access to Microsoft Office365 for Education is considered a privilege accorded at the discretion of Scecina. Scecina maintains the right to immediately withdraw

access and use of Microsoft Office365 for Education when there is a reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Dean of Students or appropriate school administrator for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Microsoft, Scecina also reserves the right to immediately suspend any user's account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

Personal Code of Honor and Ethical Use

Contact

Each student and staff member is responsible for all activity that occurs under his/her Scecina user account. Students are advised to limit the amount of information provided on the internet that would fall under the category of "sensitive or private personal" information.

In classrooms and student activities, students will not routinely be asked to give out personal identification information (e.g. street address, password, social security number) about themselves or especially that of other people. If requested to provide personal contact information on a website or through the use of software, seek assistance from a teacher to verify the requirement.

Faculty, staff, extra-curricular clubs/groups, sports teams or other organizations and individuals associated with Scecina, in any capacity, are to communicate with students only via approved communication platforms. These approved platforms include telephone calls from a Scecina-owned number or software such as the student information management system, gradebook, learning management system, Scecina-owned email system and the official Scecina group messaging application. In addition, it is currently common practice for some coaches, club moderators and staff to occasionally text students with reminders or updates. If a student is not to be communicated with via a text message or telephone call to his/her phone by Scecina administration, faculty, staff, coaches or club moderator, please opt-out of this occurrence communication method by indicating on the signature sheet of this policy.

Bullying - Improper Use and Content

Users may not use the ScecinaNet for purposes of harassment, intimidation or bullying of others, either within the Scecina community or in the broader Internet. Foul, abusive, discriminatory, or demeaning language, attempts to "fill" electronic mailboxes, the posting of obscene images or texts, egregious "flames" and other such acts shall be a violation of this Policy.

Bullying is the use of a written, verbal or electronic expression, physical act or gesture, or any combination thereof, directed at another that (1) causes physical

or emotional harm to another or damage to property; (2) places the person in reasonable fear of physical injury or of damage to property; (3) creates a hostile environment at school; (4) infringes on the rights of the person at school; or, (5) materially and substantially disrupts the education process or the orderly operation of a school. A hostile environment is a situation in which bullying causes Scecina environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to alter the conditions of the learning process.

Cyber-bullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to electronic mail, internet communications, texting, instant messages or other messaging platforms. Cyber-bullying also includes the creation of a web page or blog in which the creator assumes the identity of another person. This includes the knowing impersonation of another person as the author of posted content or messages – especially if the creation or impersonation creates any of the conditions described in the definition of bullying. Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions described in the definition of bullying.

Scecina will, in its sole discretion, determine whether such conduct violates this Policy and any other policies of Scecina. Users must remember that material distributed through the internet is public. On the internet, there is no central authority, so each site is responsible for its own users. Complaints received from other sites regarding any of our users will be fully investigated, and disciplinary action may be taken as a result.

Social Media / Networking Sites

While Scecina respects the right of staff, students and families to use social media, networking sites, and personal websites /blogs, it is important that any such personal use of these sites does not damage the Archdiocese or Scecina's reputation, its employees, students, future students or their families. All users should exercise care in setting appropriate boundaries between their personal and public online behavior, understanding that what is private in the digital world often has the possibility of becoming public, even without someone's knowledge or consent. To a further degree, staff should create separate social media pages or profiles for personal and professional use.

The creation and use of school-related accounts or avatars associated with or portraying Scecina, the Catholic faith, the Archdiocese of Indianapolis, Scecina's students, staff, volunteers, clubs, organizations or associated groups and committees must be approved through the Office of Institutional Advancement at Scecina. Credentials (e.g., username and password) and access to that account must be shared with the Technology Department. Violations of these measures

are subject to Staff and Student Handbook conduct violation guidelines. All such creations must follow the published style guide for the school.

Scecina strongly encourages all staff, students and families to carefully review the privacy settings of any social media and networking sites they use (such as Facebook, Twitter, Snapchat, Flickr, LinkedIn, etc.), and exercise care and good judgment when posting content and information on such sites. Understand that anything posted on the internet is never truly "private." When using a social media site, a staff member should use extreme prejudice in including future or current students on a personal account as "friends," "followers" or any other similar terminology used by various sites. If a staff member has a personal community that extends to other persons who are parents, alums, or other members of Scecina Memorial High School community, s/he must exercise good judgment about any content that is shared on the site.

Staff, students, and families should adhere to the following guidelines, which are consistent with Scecina Memorial High School's community standards on harassment, student relationships, conduct, professional communication, and confidentiality:

1. Users should not make statements that would violate any of Scecina Memorial High School's mission, vision or core values – including its policies concerning discrimination or harassment;
2. Users must uphold Scecina Memorial High School's value of respect for the individual and avoid making defamatory or disparaging statements about the Archdiocese, School, its employees, its students, or their families;
3. Users may not disclose any confidential information concerning Scecina, or others' information obtained during the course of his/her employment, about any individuals or organizations, including students and/or their families.
4. In compliance with the Indianapolis Archdiocese's Office of Catholic Schools Policy 2010-04 on Photographs and Personal Information, written consent must be obtained before posting personally identifiable pictures, videos, or other information on a social media site or any other "public" site. If the subject of the media is an adult, the identifiable adult must give written permission. If the subject is a minor, a signed ERUTP must be on file.
5. When possible, discussions between moderators and followers of social media pages should be conducted in a "public" forum instead of private messages.

Scecina promotes a safe, ethical, Christian, and supportive learning environment. If Scecina believes that student or staff activity in a digital environment, social networking site, blog, or personal website may violate Scecina's policies or otherwise may have a detrimental impact on the learning environment or reputation of the school, Scecina may request that the employee

or student cease such activity. Depending on the severity of the incident, the employee or student may be subject to disciplinary action. Scecina reserves the right to impose discipline, up to dismissal or termination, for any behavior on or off campus that Scecina determines may impair or negatively impact the reputation and well-being of Scecina or the Archdiocese in accordance with the current Student or Staff Handbook or expectations as outlined in employee contracts and/or role descriptions.

Plagiarism and Vandalism

Information obtained from the Internet as part of a research project must be attributed to its source, using a standard bibliography notation. Students and staff may not violate a copyrighted source, or otherwise, use another person's intellectual property without his or her prior approval or proper citation.

Students and staff must acknowledge and guard the intellectual property rights of others. Students and staff must treat information found electronically in the same way as information found in printed sources. Plagiarism is the practice of taking someone else's work or ideas and passing them off as one's own. Rules against plagiarism will be enforced.

It is the responsibility of each user to comply with the terms and condition for the acquisition and use of software found on the Internet. Scecina will not allow the copying or storing of illegally acquired software or media.

In this document, vandalism refers to deliberate attempts to damage the hardware, software, or information residing on ScecinaNet or any other computer system attached through the internet. Attempts to violate the integrity of private accounts, files or programs; the deliberate infecting of a computer with a "virus", attempts at "hacking" computers using any method, or other such actions shall be a violation of this Policy.

Chain Letters and Other "Spreading" Schemes

Whether in e-mail or in newsgroups, chain letters, pyramid schemes, forwarding or replying to "contests" or "fast cash" schemes, mass cross-postings, and uninvited mass mailings are forbidden when using Scecina-provided communication tools, communicating to users of Scecina's community or on the ScecinaNet.

"Netiquette"

Users must abide by accepted rules of network etiquette, including, but not limited to, the following:

1. Do not reveal personal information – your address or telephone number, or those of students or colleagues.

2. Be polite. Do not be abusive in your messages to others. Use appropriate language and do not use vulgarities, or any other inappropriate language.
3. Do not use the ScecinaNet in such a way that would disrupt its use by others.

Preservation of Resources

All resources are limited; computer resources are not an exception. Each user is permitted reasonable space to store e-mail and files, as mandated by system file quotas. Scecina reserves the right, with notification, to require the purging of files or storing files on other media in order to regain network-wide storage space.

Borrowed Equipment

Scecina provides computers, digital still cameras, digital video cameras, and other technology equipment for use. Users are responsible for all equipment and accessories used and must sign out equipment with an authorized staff member prior to use. Users are expected to employ the equipment in accordance with this Policy. If the equipment becomes damaged, lost or stolen the user should report the incident immediately to the appropriate school staff member. Borrowed or personal equipment must never be left unattended and must be secured in a locked environment when being stored. An unlocked gym locker is an example of a place not to store equipment.

Loaner Equipment

In the event that primary computer equipment becomes non-functional, loaner equipment may be available in some cases. Staff can check with the Technology Department for availability. Students may have the option to gain access to a loaner device should their primary device need repair or is not operating properly. Students are to verify the best course of action in gaining a loaner computer with a teacher. Students must resolve the situation outside of class time to the best of his/her ability to maximize learning and time in the classroom.

Computer Readiness

Students are expected to arrive at school daily with the required computing device. This is as important as bringing other school supplies and being dressed appropriately for the day. A required computing device with a battery too low to be productive in class, without means to charge the device, will be grounds for the student to be subject to disciplinary actions. If the computer is malfunctioning, the student must inform the teacher as soon as possible. Students will possibly have access to loaner equipment or be excused at the teacher's discretion to seek assistance from the service desk. All attempts must be made to deal with and remedy computer readiness issues before, after or during designated times of the school day.

Summary

This is a list of the more common things that students and staff are specifically NOT permitted to do.

1. Download material that is not legally obtained and used in accordance with governing laws.
2. Install any software onto Scecina's computers without the consent of the Vice President of Technology or the Technology Department.
3. Disable or attempt to defeat any running tasks or services on Scecina-managed devices.
4. Transfer and/or store music files from any personal devices to Scecina Memorial High School's systems.
5. Play games, unless directed to by an educator for educational purposes, at any time on Scecina Memorial High School's computers, including internet-based games. Any permitted game must not contain reasonably questionable content or content that goes against the teachings of the Catholic Church.
6. Use proxies or other means to bypass the content filtering systems in place and/or attempt to defeat any settings that prevent the access of material deemed and flagged as inappropriate.
7. Use remote accessing software or hardware to take control of any network attached device or computer.
8. Remove license decals or inventory control tags attached to items.
9. Attempt to disrupt Scecina's networks to perform any legal, illegal, or inappropriate action such as attempting to gain unauthorized access to a system.
10. Use another person's user account and/or credentials.
11. Attempt to circumvent or gain security privileges beyond what has been provided by the Technology Department.

Consequences

Use of school computers and the internet is a privilege. Failure to abide by the terms of this policy will result in disciplinary actions.

Willful damage of computer hardware, computer software (including the deletion of programs and/or files) and/or computer networks may result in the staff or student being held responsible for the current repair or replacement cost of the damaged software and/or equipment, including all soft costs (technology programming & support). Any staff or student violating the terms of this document will receive appropriate disciplinary action carried out by the proper school administrator, in accordance with the Staff and Student Handbooks.

The VP of Technology or his/her designee may close an account at any time as needed. The faculty, staff, or administration of Scecina Memorial High School

may make a request to the VP of Technology or his/her designee to deny, revoke or suspend specific student user accounts based upon violations of this policy.

Waiver of Warranties; Limitation of Liability

Scecina makes no warranties of any kind, whether express or implied, concerning services provided. Scecina shall not be held responsible for any damages suffered, including the loss of data resulting from delays, non-deliveries, missed deliveries, service interruptions, or errors and omissions. Scecina denies any responsibility for the accuracy or quality of information obtained through services provided. All terms and conditions as stated in this Policy are applicable to the use of technology resources at Scecina, in addition to Internet use.

Entirety of Agreement

The terms and conditions described in this Policy, and all other policies of Scecina incorporated herein, reflect the entire agreement of the parties with respect to the subject matter stated herein. This Policy supersedes all prior oral or written agreements and understandings of the parties. This Policy shall be governed by and interpreted in accordance with the laws of the State of Indiana and the United States of America.

School Alert Communication System

We have recently upgraded our school notification system (as of the Summer of 2019) – it is now called **SchoolMessenger**. This notification system is loaded with new features that will make it easier for us to keep in contact with your family. To guarantee the notification system is used efficiently, contact information needs to be kept up-to-date at all times.

SchoolMessenger allows our school to send messages using the phone, email, and text messaging. Phone calls use 317-356-6377 as the caller ID number. You may want to add this phone number to your address book to help you easily recognize incoming calls from the school. Text messages show as coming from Scecina. Please note you **will not** be able to reply to text messages sent by the school.

SchoolMessenger is integrated within the existing PowerSchool Parent Portal. If you log-on to the Parent Portal (we suggest you log-on using Chrome or Firefox), you will see (in Summer of 2019) a new link called **SchoolMessenger**.

You will be able to see all the contact information our school has listed for you by clicking on the **Contact Information** button in the top navigation.

Within the Alert Preferences section of the Parent Portal, you will be able to choose your communication preferences based on message categories, such as School Closures or Attendance, as well as message type (email, voice and/or text message) by placing a checkmark into the aligned contact fields. You may opt-out of any message category **except for Emergency Messages**.

Note: Setting up your parent preferences is your responsibility. Tolls and charges associated with receipt of messages from the school are your responsibility and not the responsibility of the school. Please be sure to set your unique preferences if there are any numbers or addresses to which you do not like to be contacted.   *All phone numbers and email addresses must be in a valid format to save properly.*

Emergency messages are always sent with all three message types (email, text, and voice calls) and to every contact field shown even if you have opted out. We cannot change this. Emergency messages will be labeled as such so you will know it is an actual emergency.
If you do not have access to log into the Parent Portal, you may contact the school directly to request assistance by contacting the Principal's office at 317-356-6377.

Faculty and Staff ERUTP Acceptance & Computer Issuance Agreement

Any paid or unpaid Scecina Memorial High School representative with official school duties are responsible to review and electronically sign-off indicating:

I have read the Scecina Memorial High School Ethical and Responsible Use of Technology Policy, and that I agree to follow the rules contained in this Policy. I understand the consequences if I choose to violate any portion of the Policy.

I also understand that I may be required to complete a quiz over the content of the ERUTP to ensure understanding.

In regard to issued computers and other devices, I understand and agree that:
- The issued computer and accessories are and will remain, the property of Scecina Memorial High School.
- The privilege of a computer may be revoked for not following the terms and conditions of the Scecina Memorial High School Ethical and Responsible Use of Technology Policy.
- Use of this computer on or off school property requires adherence to Scecina Memorial High School's Ethical and Responsible Use of Technology Policy.
- This computer and accessories are being furnished primarily for school-related instructional purposes. While the computer is portable, it is expected that the computer is available for you to complete the required tasks each day of school and not left at home or in other locations. It should not be used by other individuals.
- Installation of software is not permitted on this computer without permission from Scecina Memorial High School Technology Department.
- For accounting purposes, assigned computers and accessories may not be swapped among staff members.
- Computers or accessories needing repair or other services will be prioritized accordingly. While every effort will be made for a resolution, delays may occur.
- The computers are being issued in working order. It is the responsibility of the employee who is assigned the computer to ensure that it remains in its current condition. Any damage incurred while in the employee's possession will be assessed and handled accordingly. If the computer is damaged due to employee handling, the employee may be held responsible and liable for expenses associated with inappropriate use and for costs incurred in repairing the computer.
- It is your responsibility to report theft or damage of equipment to the Technology Department IMMEDIATELY.
- Violations of this agreement will result in immediate revocation of the employee's access privileges. The employee also understands that violations may be subject to local, state, federal, and international law.