



Saint Mary's Hall Responsible Use Policy for Students, Faculty, and Staff

9401 Starcrest Drive
San Antonio, Texas 78217
Ph: (210) 483-9100
Fx: (210) 483-9299
www.smhall.org

The Saint Mary's Hall (SMH) community has many opportunities to leverage technology inside and outside of the classroom to personalize and advance their learning, including, but not limited to, use of the SMH wireless network, SMH portals, computer labs, laptops, tablets, and bringing your own device (BYOD) to campus. The use of this technology is expected to be responsible, ethical, and respectful. The following guidelines will help you to meet these expectations:

1. The primary purpose of technology resources at Saint Mary's Hall is to promote learning. We are pleased that technology at SMH facilitates unprecedented access to information and collaboration; however, with this access comes the potential for misuse. To mitigate that, internet access on campus is filtered and monitored, and digital citizenship and other forms of character education are also provided. Our goal is not to restrict access to information, but to nurture and empower students to become responsible consumers of information. The first and best content filter should be one's own good judgment and common sense.
2. Understand that you continuously represent yourself and the SMH community whenever and wherever you use technology resources, even when those resources are being used off-campus. You may be held responsible for your online behavior and the content of information that you consume or publish. Always remember that nothing online is private. Anything that was perceived as private can suddenly and unexpectedly become public without the knowledge or consent of the person who posted that content.
3. Users may only access technology resources that they are authorized to use and must use them only for the purpose intended. Internet use should be limited to scholarly research and educational exploration. Users are not to access or exchange inappropriate materials or material otherwise unrelated to coursework. If you are in doubt about the appropriateness of materials, then ask a teacher or administrator and he/she will guide you.
4. Users must use their SMH-provided email account or Veracross communication tools for school communications. Other forms of one-on-one digital communication between faculty-staff and students are prohibited, absent an emergency. In some situations, such as after school practices and off-campus, school-sponsored field trips, the convenience and accessibility of group text messaging to facilitate communication warrants a limited exception to the rule – but it may not be conducted on a one-on-one basis and must be school related in nature. Likewise, faculty and staff are prohibited from participating in one-on-one phone calls with students, absent an emergency. If you are unsure whether the method or content of communication is appropriate or not, then ask a school administrator (e.g., division head, head of school) for guidance.
5. Users should expect no right to privacy in the use of SMH technology resources, whether that use is personal or academic in nature. Saint Mary's Hall reserves the right to view, investigate, and otherwise inspect any use of and activity on SMH systems and may at its sole discretion delete content on those systems at any time.
6. Users should exhibit caution in divulging any personal information (name, address, telephone number, credit card information, age, etc.) to online sources accessed through the School network. The School accepts no liability for this activity.



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7. Intimidation and harassment through electronic communication ("cyber-bullying") is strictly prohibited. This issue is also addressed in our digital citizenship curriculum.
8. Users should remain alert to the possibility of viruses and malware on SMH computers and should direct any such concerns to a teacher or administrator.
9. Saint Mary's Hall account holders are responsible for all usage of their accounts (including by other persons) and should keep their passwords **secret**. Passwords must NOT be given to others. If you believe that your password is compromised, report that concern immediately to a teacher or administrator. Accounts are to be used only by the authorized user of the account.
10. Users may not alter, bypass, defeat, or disable any network security, internet filtering, hardware, or software provided by Saint Mary's Hall. Inquiries about SMH information systems and technology requests may be directed to the technology office. Attempting to access credentials or accounts that you are not authorized to use is prohibited.
11. Users may not load personal software on SMH computers; this is to protect the integrity and security of our information systems and to ensure that SMH only uses software it has legally obtained. If faculty, staff, or students need additional software, they must provide to the technology office a legal copy of the software for review and an explanation of why it is needed.
12. Users are responsible for adequately researching and complying with applicable copyright laws and SMH digital citizenship standards as they pertain to plagiarism, software use, and project development conducted using SMH computer resources.
13. Any damage to SMH equipment or software must be reported immediately to a teacher or administrator.
14. Use of SMH technology is subject to all other policies (e.g., social aggression policy). Additional regulations about technology (e.g., use of cell phones) may be found in the appropriate divisional or employee handbook.

User's Name (Please print): _____ Form: _____

User's Signature: _____ Date: _____

Note: Students and their parents must sign this policy in the spaces provided for students to have access to network resources.

My child and I have read the Saint Mary's Hall Responsible Use Policy for Students, Faculty, and Staff. We agree that he or she will follow the rules contained in this policy. We understand that if he or she violates these rules, his or her privileges may be terminated, and he or she may face other disciplinary measures.

Parent's Name (Please print): _____

Parent's Signature: _____ Date: _____