

Student Technology Policy

DeMatha combines the manageability of Microsoft, flexibility of Google and student portal benefits of Veracross to create a superior experience for students. Veracross is a comprehensive school information management system that will enable you to effectively monitor your education and activities. Through the DeMatha Way, freshmen receive a complete orientation on how to use the technology tools available. Parents and students should be fully aware of technology and mobile device policies prior to the first day of classes. Be sure to speak with the subject teacher regarding grades and specific requirements for technology use.

Technology instruction is a valuable learning tool and is a required part of the curriculum. The Technology Policy includes four major components. The first section of the policy defines the resources available at DeMatha and their role within academic life. The Acceptable Use Policy explains the student's responsibilities while using school resources. The following section discusses appropriate behavior within online communities. Lastly, the BYOD Policy explains the rules regarding bringing personal devices to school. Acceptance of these policies is completed during the Online Enrollment and Re-Enrollment process. All violations of this policy will follow the discipline procedures outlined in the 2018-2019 Student Handbook. Violations can result in loss of computer use, disciplinary action including dismissal, and/or appropriate legal action.

For the latest version of this policy please visit: <https://www.dematha.org/student-life/technology-at-dematha>

Resources

School resources include, but are not limited to, laptops, desktops, tablet devices, Internet access, network folders, e-mail addresses, projectors, printers, and all infrastructure related equipment. Violations of the Technology Policy can result in loss of computer use, disciplinary action including dismissal, and/or appropriate legal action. Use of Google Apps is governed by this policy in addition to Google policies.

Student ID and ID Cards

The Person ID number is a unique set of numbers for each student. This number can be found on all schedules and report cards for reference. Students may also contact their counselor for this number. Student ID Cards are provided to students as part of the beginning of school orientation each year. Replacement cards can be requested for a fee in the Main Office. Your Student ID Card is required for admission to school events, participation in the online payment program for the cafeteria, and for any type of document printing at DeMatha. Students are expected to bring their Student ID to school each day.

Obtaining a User Login

All students are issued a single student account which is used for accessing Veracross, DeMatha Gmail/Google Apps, the 'DM Student' wireless network, and computers/chromebooks while enrolled at DeMatha. This information is provided during orientation or on the first day of classes. Students enrolling after the first day of classes should see their guidance counselor. Upon graduation or voluntary withdrawal, students will be provided no more than **30 days** to obtain all of their data before all account access is removed.

Directory Accounts

In general, usernames contain the student's legal first name, followed by a period(.), then the student's last name, and finally the two-digit year of graduation. For example, if your name is John Smith with a year of graduation of 2023, your username would be **john.smith23**. When logging into Veracross or Google, students **MUST** include their full email address. Using the previous example (John Smith), the full username would be **john.smith23@student.dematha.org**. Students must change their passwords every 90 days. To assist with the password change process all students are also required to setup a uReset account. This is a program that is freely provided to students for password management. The DeMatha website has a link to this tool. Passwords should never be shared with other students and should be difficult to guess to protect accounts from unauthorized access.

Acceptable Use Policy (AUP)

Introduction

Access to online services, Internet resources, and other educational technology resources complement the DeMatha philosophy of a “broad-based curriculum that incorporates appropriate pedagogical techniques and technological innovation”. The AUP outlines the policies and procedures related to providing all students with the ability to collaborate, innovate, and communicate. The school’s technology resources, including Google Apps for Education and Internet access, are provided for educational purposes only.

The use of technology, whether owned by DeMatha or the student, involves responsibility. Use of the DeMatha network is a privilege, not a right. Failure to comply with school policy may result in temporary or permanent loss of access and well as further disciplinary or legal action. Students will be held accountable for all activities that occur with their account and/or personal devices.

DeMatha has various hardware and software for student use including mobile carts, tablets, network printers, and multiple instructional computer areas. Use of these items is limited to the policy defined herein. DeMatha will issue user accounts for computer access. This unique account will also be used for access to Google Apps (email) as well as the Veracross Student Portal. Personal email accounts are not allowed except to request access to a DeMatha account.

Student Safety and Security

The following expectations apply for all technology at DeMatha:

- Students will not access or post inappropriate materials including, but not limited to sites containing sexual content, obscene content, threatening material, profanity, illegal activities, hacking/proxy avoidance systems, commercial activities, or virus/spyware content.
- DeMatha has content filtering policies applied to all Internet connections. Students will not attempt to circumvent the filter or deliberately attempt to access resources to which the user is not authorized. Students additionally may not install or alter any system hardware or software on DeMatha-owned equipment without direct supervision from the technology department staff. Reading or modifying other student files in any way is not permitted.
- Only files for DeMatha coursework may be saved to a student’s Google Drive or Network Drive. Any file loss due to saving to 'My Documents' (local disk) will not be recoverable.
- Recording of audio, images, or video for any reason without express permission from both a staff member and the individuals being recorded is prohibited.
- Students understand that printing at school from personal devices will not be possible. Alternatively students can save their work to their Google Drive and to print later from school machines.
- Personal devices used while at school are the responsibility of the owner. DeMatha is not liable for any device that is stolen or damaged on campus. The school reserves the right to monitor, review, and restrict the use of any device. The contents of the equipment are subject to review at any time, for any lawful reason, consistent with the policies of the Student Handbook and applicable law.
- Devices should be fully charged and are expected to run off their battery during the school day. Students should not expect teachers to make outlets available for charging during class and no student should disconnect other technology equipment to gain access to a power outlet. Additional batteries are recommended for devices that are not capable of running for an entire school day.

BYOD Policy

All students are permitted to bring a mobile device to school (laptop or tablet). Use of a device during class time is determined by the subject teacher. DeMatha does not limit the use of any specific device, but rather offers minimum requirements for any device. **Cell phones are not acceptable devices under this policy.** Any device must have a color display, 7+ inch screen size, and a full web browser. All devices must also be capable of connecting to DeMatha's student wireless network, 'DM Student'. This network uses WPA2-Enterprise security which is supported by all modern devices. DeMatha does not endorse the use of any specific vendor and parents/students should use their own judgment in determining the device that best fits their usage and budget.

Supported Operating Systems include Windows 10, Mac OS X 10.12+ "Sierra", iOS 11+, Android 8+ "Oreo", and Chrome 67+. Laptops should have at least 4 GB RAM, a recent generation dual-core processor, and 80 GB of free disk space. Screens must be capable of a minimum of 1024x768 resolution.

Technical Support and Tips

It may be necessary to turn your device's wireless connection off and back on in order to connect the first time. Make sure you have installed all available driver updates and patches for your operating system and wireless device (check the device manufacturer's website for the most current driver updates). If you have attempted to troubleshoot an issue and your device is non-responsive, attempt a hard-reboot for the device. For most devices this involves holding down on the power button for 5 or more seconds until the power command is acknowledged.

Failures of DeMatha-owned equipment should be reported immediately to a staff member. Students who have technical issues with their own technology tool need to take care of this issue by working with the user's manual that came with the device outside of the classroom. These are not DeMatha devices and the school does not troubleshoot issues. You may schedule a time the technology department in room 300 for help specific to connecting your device to the wireless network.

Online Communities - Points of Emphasis

1. Posts are not private. Students often think of their social networking as their own personal diary. It is not. Once you've posted information on the Internet you've relinquished any claim to privacy.
2. What you post can be viewed by your teachers and future employers. Before you post something negative about an instructor, remember that the instructor might be reading the comment tomorrow.
3. What you post is permanent. You may apply security settings to restrict access and regularly delete information from a site, but if someone has captured potentially damaging content somewhere, this information can come back to haunt you.
4. What you post can be a road-map to your door. Detailed information is fine for friends, but it's an invitation to your home for a predator. Use available security settings and be cautious in posting too much information about your physical location.
5. What you post can subject you to discipline or even expulsion. If something you post violates the Student Handbook, you can and will be disciplined. Your online identities are not a safe haven.