



TECHNOLOGY AND INTERNET ACCEPTABLE USE

Scope of Policy

St. Patrick School will provide technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers/Chromebooks/iPads provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers/Chromebooks/iPads, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the technology resources and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer/Chromebook/iPad and network usage at St. Patrick School.

Ownership of Devices

All devices are the property of St. Patrick School. To ensure their use as a positive learning tool in coordination with the school's curriculum, St. Patrick School administrative staff and faculty retain the right to collect and /or inspect any school owned device at any time, including via electronic remote access and to alter, add or delete installed software or hardware during a student's enrollment at St. Patrick School.

Access to Electronic Local Area Network (LAN)

The Board of Specified Jurisdiction and the administration have a duty to insure that the manner in which the LAN is used does not conflict with the basic educational mission of St. Patrick School. Use of the St. Patrick School's LAN may be restricted in light of the maturity level of students involved and the special characteristics of the school environment. Therefore, St. Patrick School shall not permit use of the LAN which: (a) disrupts the proper and orderly operation and discipline of St. Patrick School; (b) threatens the integrity or efficient operation of the St Patrick School's computer network; (c) violates the rights of others; (d) is socially inappropriate or inappropriate for a student's age or maturity level; (e) is intended as an immediate solicitation of funds, unless approved by the Pastor, Principal or designee for school-related purposes; (f) violates federal, state, or local law, including but not limited to copyright laws; or (g) constitutes gross disobedience or misconduct. St. Patrick School also shall implement technology protection measures consistent with the Children's Internet Protection Act and its implementing regulations.

St. Patrick School is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, St. Patrick School will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Internet Safety

St. Patrick School administration is authorized to implement the Internet Safety Policy and its Procedures. The administration also may promulgate additional procedures, and other terms and conditions of its local area computer network use as may be necessary to ensure the safe, proper, and efficient operation of the computer network.

The administration or designees shall include measures in this policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as restricting access to harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

Use of the Local Area Network (LAN) and Internet

St. Patrick School utilizes a Local Area Network (LAN) and the Internet for use by faculty and students. The school shall encourage students to use such tools by establishing individual email and online accounts, which may be used at the discretion of the school. Such use shall be limited to times and circumstances that will not interfere with the scheduled education programs of school and consistent with acceptable use policies of the school.

Any person who is granted an email and online account shall be referred to herein as an “account holder.” Unless transmitted to others by the account holder or with the account holder’s permission, the information created by the email and online account holder shall be deemed confidential information of the account holder. St. Patrick School reserves the right to monitor the information contained in any user account.

St. Patrick School refers to the school’s administration, St. Patrick School Technology Office and the Board of Specified Jurisdiction.

Email and online accounts are for educational purposes. Any use of an email or online account inconsistent with such educational purposes shall be grounds for terminating the account and / or confiscating the information saved in the account.

Use of Under Age 13 Applications for Educational Purposes

Your student under the age of 13 may be asked to create user accounts on digital applications or websites for educational purposes as they relate to classroom instruction. These are applications or websites that have been approved for students under the age of 13. Classroom teachers as well as the Technology Coordinator will be familiar with the Terms of Service on these applications to ensure the safety of our students. The account creation will be under the direct supervision of the classroom teacher. Student information required to create such an account is typically limited to school email address, username, or birthdate for age verification. No other personal information will be shared with these digital applications.

Technology Resources Restrictions

Technology Resources include but are not limited to the LAN, Internet, fax, email, desktop computers, Chromebooks, iPads, Mimio equipment and telephones. Students who do not comply with the St. Patrick School Technology Acceptable Use Policies will be subject to loss of privileges, detention, suspension, and /or expulsion at the discretion of the school administration.

Use of the technology resources that are prohibited include, but are not limited to:

- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials onto any school owned device;
- storing unacceptable materials within any Google Drive under the spwstudent.org domain;
- re-posting personal communication without the author’s prior consent;
- violating copyright law;
- using school technology resources for political lobbying, commercial activities, product advertisement, financial gain, credit card fraud, electronic forgery, or other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or school devices;
- the use of another’s account or passwords;
- using the Internet for unauthorized purchases;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using school technology to download pictures of staff and/or students;
- using school technology to download pictures of staff and/or students and modify them in any way;
- transmitting over of its computers and the computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- attempting to log on to Internet as a system administrator;

- use of games and activities played on the Internet or LAN that are not educationally related;
- the use of any Google App under the spwstudent.org domain including, but not limited to, Docs, Slides, and Sheets for inappropriate, non-educational related activities, such as student social group chats.

Cell Phone/Smart Device Policy

Cell phone use and/or the use of any smart device is not allowed during school hours. Smart devices include, but are not limited to, devices such as cell phones, smart watches, FitBits and iPads. For this reason we highly recommend that students not bring any smart devices to school, however, if a student has permission to bring a cell phone or other smart device to school by having their parent sign the appropriate form, the student must turn in the phone and any other smart device to their homeroom teacher upon arrival. Any phone or smart device will be returned to the student at dismissal. Requesting to bring a cell phone and/or any other smart device to school places liability of the phone on the student and parents. Students not complying with the cell phone/smart device policy will have their phone/smart device taken away, and a parent must pick up any confiscated devices from the principal's office.

E-Reader Policy (added 5/17/19)

E-Readers may be brought on campus for use during the school day and/or for use in our aftercare program, Innovation Learning. E-readers may be brought on campus for the reading of previously downloaded books only. Students may not use any other function, such as the internet, while on campus. If a student uses the e-reader for any purpose, other than reading downloaded books, the student will no longer be able to bring their e-reader to school for the remainder of the school year. Students will be responsible for the e-reader throughout the school day and in aftercare. Homeroom teachers will not secure the device. Students will be able to have the e-reader with them for use at appropriate times during the school day, at the discretion of the teacher. If a student uses an e-reader at an inappropriate time, the teacher has the right to take the device away from the student. The device will be returned to the student at dismissal. Bringing an e-reader to school places liability of the e-reader on the student and parents. St. Patrick School is not responsible for any e-reader that is lost or damaged while on campus. The E-Reader Policy Agreement form needs to be signed by the parent in order for a student to have an e-reader on campus.

School Responsibility

The school is primarily responsible for:

- applying blockage to visual depictions of material deemed obscene or to any material deemed harmful to minors as determined by the school administration;
- teaching proper techniques and standards for Internet participation;
- guiding student access to appropriate areas of the Internet;
- informing students that misuse of the Internet in school could result in loss of access privileges and / or further disciplinary action;
- monitoring privacy, software policy, copyright laws, email etiquette, approved/intended use of the school's Internet resource; and
- disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The School is Not Responsible For:

- unauthorized costs or charges that are incurred by students over the Internet;
- any damages the student may incur, including loss of data; and
- the accuracy or quality of any information obtained through any school Internet connection.

Encounter of Controversial Material

Users may encounter material which is controversial and which the user, parents, teachers or administrator may consider inappropriate or offensive. However, on a global network it is impossible to effectively control the content of data and users may discover controversial material. Users must notify the instructor, classroom teacher, St. Patrick School Technology Office or an administrator of any inappropriate material. It is the user's responsibility not to initiate access to such material. Any decision by St. Patrick School to restrict access to Internet material shall not be deemed to impose any duty on the school to regulate the content of material on the Internet.

Vandalism and Harassment

Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks.

Harassment is defined as the persistent annoyance of another user, or the interference of another user's work.

Harassment includes, but is not limited to, the sending of unwanted email, the sharing of inappropriate/ harmful comments and pictures via Google Apps for Education.

- Vandalism and harassment will not be tolerated
- **Parents are responsible for any charges incurred due to the intentional damage of a school owned device (Desk Top Computer, iPad, Chromebook).**



ST. PATRICK
CATHOLIC SCHOOL

Parent/Guardian Consent Form
Acceptable Use of School Technology and Internet by Student
Grades K-8

I / We have read the school technology guidelines and have discussed them with my child(ren). In consideration of the privilege of my child(ren) using the school's electronic communications system* and in consideration of having access to the public networks,

I / we hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the Acceptable Use Procedures (AUP).

I / We understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system, and other electronic devices and programs. *

I / We have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access. I / We also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

Parent/Guardian: (Please initial in space provided below)

_____ I / We do give permission for my child to participate in the school's electronic communications system including the Internet, and certify that the information contained on this form is correct.

Student: (Please initial in space provided below)

_____ I have discussed, with my parent/guardian, how I may appropriately use the school's technology tools.

ELECTRONIC MEDIA RELEASE FORM

YES_____ NO_____ I / We hereby give permission to St. Patrick School to use sound, video and photographic images of my son/daughter for news releases, brochures, social media and other school related productions. Additionally, I give permission for my son's/daughter's image, work, and first name to be used on the school web page. No last names will be used on the website.

Student Name & Grade

Student Name & Grade

Print name of parent/guardian

Signature of parent/guardian

Date _____

**Including but not limited to Internet access, fax, e-mail, desk top computers, Chromebooks, iPads, Mimio classroom equipment and telephones. The parent/guardian is responsible for any damage caused through the student's inappropriate use of the school's devices and Internet system.*

***This document will be on file at the school for the duration of the student's attendance. Please notify the office should changes need to be made to this form.*

(Place additional student names, grades and their initials indicating they have read and agree to the SPS technology Acceptable Use Policy on the back of this form.)

Student Name & Grade

Print name of parent/guardian

Date _____

Student Name & Grade

Print name of parent/guardian

Date _____

Student Name & Grade

Print name of parent/guardian

Date _____

Student Name & Grade

Signature of parent/guardian

Student Name & Grade

Signature of parent/guardian

Student Name & Grade

Signature of parent/guardian