

Saint Joseph Catholic School Student Acceptable Technology Use Policy
Revision 1/25/2018

Students and staff are responsible for their behavior, actions, and communications when using the school's network and computer technology. They are responsible for the appropriateness and content of material they store, transmit, or publish on the system. General school rules for behavior and communication apply. Technology resources that are covered by this agreement include, but are not limited to, computers, servers, disk drives, printers, scanners, video and audio devices, cameras, software, telephones, electronic science probes, and other electronic computing resources.

I. Internet/Network Use

- a. The student will access the internet and network services at the direction of the teachers and for educational purposes only.
- b. The student will never access others folders or files.
- c. The student will not post or distribute any pictures or documents that are considered defamatory, inaccurate, abusive, obscene, threatening, offensive, or contrary to the teachings of the Catholic Church.
- d. The student will not access sites that are deemed obscene, constitute pornography, or are contrary to the mission of the school. In the event that the student accesses an inappropriate site accidentally he/she with notify the teacher immediately.
- e. The student agrees never to use the internet for any activity that is considered illegal, criminal, or contrary to the teachings of the Catholic Church.
- f. The student will abide by all laws regarding copyright and plagiarism.
- g. The student agrees never to tamper with or vandalize the property of the school or other users.
- h. The student agrees never to download or upload any file, application or resource to or from the school's network without prior permission of a teacher or system administrator.
- i. The student agrees to report any misuse to the teacher or system administrator.
- j. The school is not responsible for loss of data stored on the school computers or network.

II. E-mail and Social Media Uses

- a. All use of email and social media are strictly forbidden during school hours at Saint Joseph Catholic School.

III. Personal Device Uses

- a. No personal devices are allowed in Saint Joseph School during school hours if they contain either of the following:
 - i. Cellular phone capability (a phone number or carrier plan)
 - ii. Internet access capability
- b. Electronic books (eBooks) are allowed only if they do not have cellular access and all internet access has been disabled.
- c. Whenever asked, the student must give permission to any school staff member to examine the personal device to check for internet access or appropriateness of content.
- d. Personal devices are intended for personal use only. The student must never allow another student to use his/her personal device or share any of his/her content at school unless specifically authorized by a teacher or principal.
- e. The student is fully responsible for seeing that no inappropriate content is stored on his/her personal device. Specifically, the student will not bring his/her personal device to school if it contains any content that is deemed obscene, constitutes pornography, or is contrary in any way to the mission of the school.

IV. Consequences

- a. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violation of any part of this policy can result in the following actions depending on the severity of the action. The school administration will determine the appropriate consequence.
 - i. Temporary suspension of privileges.
 - ii. Permanent suspension of privileges.
 - iii. Confiscation of a personal device until a parent conference is conducted
 - iv. Confiscation of a personal device through the remainder of the semester
 - v. Suspension from school.
 - vi. Expulsion from school.
 - vii. Report to local, state, or federal officials.

Parent Initials: _____

V. Privacy

- a. There is no absolute Right to Privacy when using the school's computer resources or personal devices brought to school. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. School administration, faculty, and other authorized persons will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. This right is extended to the student's parents and/or legal guardian in accord with the school's policy for review of student records and/or work. Users should not expect that files will be private.

VI. Disclaimer

- a. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Saint Joseph Catholic School has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

Student and Parent Agreement Form

Student Agreement:

As a user of the Saint Joseph computer network, I hereby agree to comply with all terms of the above stated Acceptable Technology Use Policy and to honor all relevant laws and restrictions.

Student Name: _____ **Grade:** ____ **Student ID#:** _____ **Teacher:** _____

Student Signature: _____ **Date:** _____

Student Name: _____ **Grade:** ____ **Student ID#:** _____ **Teacher:** _____

Student Signature: _____ **Date:** _____

Student Name: _____ **Grade:** ____ **Student ID#:** _____ **Teacher:** _____

Student Signature: _____ **Date:** _____

Parent Agreement:

As the parent or legal guardian of the minor student(s) signing above, I grant permission for my son(s) or daughter(s) to access networked computer services, such as the internet, at Saint Joseph School. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media. I have read, understand, and explained the attached Saint Joseph School Student Acceptable Technology Use Policy to my child. I agree that my child shall comply with the terms of the policy. I understand that access is being provided to the student for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the Policy. If my student brings a personal device to the school, I will not hold Saint Joseph school or its employees responsible for any loss or damage that may occur to it or for any inappropriate content that shows up on it while at school.

Parent Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____

(Please also initial the bottom of the policy page.)