

St. Mary's Catholic School Student Technology and Internet Responsible Use Policy

St. Mary's Catholic School, SMCS, believes the educational value of electronic devices and services to support the curriculum and student learning. While on campus, students agree to access only the school's servers and the Internet by using the infrastructure and filtering system provided by SMCS.

By deploying a filtering system, SMCS endeavors to protect students and teachers from misuse or abuse because of their experience with an information service. This places SMCS in compliance with the Children's Internet Protection Act (CIPA).

Students will be held accountable for how they represent themselves and the school on the Internet. All students should be polite and use appropriate language in all digital communications. Communications in e-environments such as Facebook, Twitter, YouTube, etc. should not reflect negatively upon the school and the teachers, staff, and students of the school.

The principal of SMCS has the discretion to expand or modify this policy at any time, without prior notification.

This policy applies to the following:

- **School provided technology resources** such as computers, tablets, one-to-one devices; and
- **Student devices** defined as, any device brought to school by the student. This includes, but is not limited to smart phones, wearables, tablets, laptops, e-readers, and other devices with WiFi or cellular data capability.

The following are rules for the responsible use of technology at SMCS.

1. I understand that this is not an exhaustive list and agree to ask a teacher or designated authority if I have a question about what is a violation of responsible use.
2. I recognize the use of SMCS technology is a privilege, not a right. If I do not follow the SMCS Technology and Internet Responsible Use Policy, my privilege of being allowed to possess and/or use electronic devices and computers may be revoked and other disciplinary actions taken by SMCS.

Inappropriate use such as vandalism or intentional modification of system settings may result in immediate revocation of my technology privileges.

I acknowledge that my parent/guardian is financially responsible for computer or component misuse resulting in physical damage.

I further acknowledge that the school is not responsible for technical support or physical damage to student devices. SMCS is in no way liable for the technical support, damage, or loss of student devices.

3. I understand that technology use is for education to enhance learning of the designated curriculum. I will not access, post, store, or display non-educational material or inappropriate materials, such as obscene writings, drawings, or photographs, vulgarity, violence, gambling, etc. I also agree not to access, post, store, or display inappropriate language, pictures, or information that contains personal, prejudicial, threatening, discriminatory, harassing, bullying, or false content. **I agree to notify my teacher if such content is observed.**

4. I understand that SMCS will use a CIPA compliant content filter to assist in blocking harmful materials. I agree SMCS administrators and/or the technology personnel may audit or monitor my system, data, files, or network at any time. Any inappropriate or unauthorized files or software may be deleted at any time.

5. I will not gain unauthorized access, including "hacking" or engage in other activities; such as, but not limited to: attempting to log into another's account, use others' files without permission, attempt to learn or use others' passwords, disrupt computer systems by spreading viruses, installing unauthorized programs, threatening the safety of a person, or engaging in any illegal activities.

6. I agree to safeguard my login and password information. I will not give this information to other students. If I bring my student device, I agree to secure it with a PIN or password, and provide antivirus protection, if available, for my device.

7. I understand that I am required to use the infrastructure or wireless access provided for students by SMCS. If my device has a 3G or 4G data plan, I agree not to use it to access the Internet while on the school campus.

8. If the school provides email, I understand that I am required to use the email accounts provided by the school. Whether or not the school provides email, I agree not to use my personal email, social media or communication accounts while on the school campus.

9. I understand that all electronic communication sent to me through the school provided email system is confidential (but may be reviewed by the principal or teachers at any time) and that my secure account must not be shared with anyone except my parent or guardian.

10. I understand that if Google Apps for Education, and other apps or software for student use are provided by SMCS, that any communication or documents created therein is the property of SMCS and are subject to all school policies.

11. When using Google Classroom or other communication in school approved apps, I agree to limit communication to that which pertains to school assignments and limit or avoid disruptive communication with the class or teacher that would compromise my efficiency and time management.
12. I will respect resources by using the bandwidth on campus only as part of an assigned in-class activity.
13. I will not use instant messaging services such as texting or other forms of direct electronic communications, such as electronic mail or chat rooms while on campus unless it is part of an activity assigned by a teacher.
14. I will conform to safety and security measures when using electronic communications. I will not provide information about others or myself without the permission of my parents, teachers, or permission of the other individual. Personal contact information includes, but is not limited to; photos, addresses, phone numbers, email addresses, school attending, grade, age, etc. I agree not to meet with someone I have met online without my parent's approval.
15. I will promptly disclose to my teacher or other school authority any message, file, or display that I observe or receive that is inappropriate.
16. I will respect privacy by not re-posting a message sent to me privately without permission of the original sender. I will not post personal contact information or other private information about myself, another student, or anyone else.
17. I acknowledge copyright law violations with regard to software and Internet based content, such as, but not limited to, downloading of copyrighted music, clip art, games, computer programs, web pages, etc. I will not plagiarize information or works that I find on the Internet, as well as other resources such as books or files.
18. I acknowledge that cyber bullying is **prohibited**. I understand that the Internet (in school or off campus) may not be used for harassment. Cyberbullying is when another student or person is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another person or student using the Internet, interactive and digital technologies, web site posting, blogs, or mobile devices. If I believe I have been a target of cyber bullying, I agree to print a copy of the material and immediately report this to my teacher or designated authority.
19. I will not text or post to Facebook, Instagram, other social media, or directly to other cellular devices during school hours unless specifically permitted by a teacher as part of a classroom activity.
20. I agree I will not use a cell phone or any cellular accessible device to access networks other than the SMCS Wifi network, during the school day, 7:30am to 3:30pm. "Smart phones" are permissible, with

teacher permission as part of a classroom activity, during school hours, and only when accessing the school WiFi, NOT cellular networks.

21. If my device is permitted to be used by a teacher as part of a classroom activity, I will not use it to take photos or to make audio or video recordings unless specifically permitted by a teacher as part of a classroom activity.

22. I agree I will not let another student use my student device, unless specifically permitted by my parent and then for use only as a part of a classroom activity.

23. I acknowledge that deleting, moving, or modifying electronic data without permission from the owner of the data is vandalism and is prohibited.

24. I acknowledge that misrepresentation of identity and/or fraud are prohibited actions and include, but are not limited to: forgery of email messages, forgery of text or instant messages, and falsification of identity/profile on the Internet.

25. Any media, software, or apps I download to a SMCS computer will be used for educational purposes only.

26. I may not use the school's technology equipment without the supervision of a teacher.

27. I agree that violation of the SMCS Technology and Internet Responsible Use Policy may result in my suspension of access to the system and/or revocation of my computer system account, as well as other disciplinary or legal action.

28. The principal of SMCS has the discretion to expand or modify the policy at any time without prior notification.

29. If an electronic device is brought to SMCS by a student, whether or not this policy has been signed, the student must abide by the policy as well as any consequence the school deems appropriate for any violation of this Technology and Internet Responsible Use Policy.

User (Student) Technology Contract

I have read, understand and will abide by the **Technology and Internet Safety Responsible Use Policy** for **St. Mary's Catholic School**. I understand that any violation of these regulations is unethical and may constitute revocation of my access privileges. Furthermore, additional school disciplinary action may be taken, and/or appropriate legal action initiated.