Saint Teresa of Calcutta Catholic School

TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY

Purpose:

Computers are a valuable tool for education at Saint Teresa of Calcutta Catholic School. The faculty and staff encourage the proper use of computers and related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. <u>No student will be permitted to use the Internet or any technological device without this agreement signed and on file with the computer/technology specialist</u>.

Goals:

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.
- To enable students to work effectively with various computer/communication technology.
- To encourage critical thinking and problem solving skills which are crucial to the 21st century electronic and global world today.

Responsibilities of User:

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and safely. Saint Teresa of Calcutta Catholic School students and staff are expected to exercise wise judgment, common sense and christian actions in selecting sites and materials from the Internet. Staff will assist with monitoring Internet sites at school, but it is ultimately the responsibility of each student and parent/guardian to monitor the use of the Internet and technological devices at home.

General and Responsible Use Guidelines

- Saint Teresa of Calcutta Catholic School is a subordinate of the Diocese of Harrisburg. Therefore, all Diocese of Harrisburg Acceptable Use policy rules are to be followed, even though they may not be listed below. Such policies can be found on the Diocese of Harrisburg website.
- Computers and all technological devices are to be used only for the purpose of academic or other teacher authorized activities.
- All staff have the right to monitor and to judge the acceptable use of all technological devices. Teachers will make every reasonable effort to monitor student conduct related to class content in order to maintain a positive learning environment. All students will respect the teacher's time and professionalism by supporting the same positive approach.
- Any attempt to go around system security (hacking or any unauthorized activity), guessing passwords or in any way gaining access to secured resources is forbidden. Use of proxy sites or other means to circumvent filtering software is strictly prohibited. Deliberate spreading of a virus through the use of the Internet, network, or other means is strictly forbidden.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to the system(s).

- Use of the Internet or network for personal gains or profits is not allowed.
- Email will be used for educational purposes only. No personal email should be used during the school day.
- No student is allowed to enter a chat and/or social media room. Staff and other adult users are likewise asked to avoid such when using the school's computer.
- All participants will be respectful in their writing/typing/correspondence. No cyber bullying, inappropriate language, personal insults, profanity, spam, racism, sexism or discriminatory remarks, or threatening comments will be tolerated. Use of email, other Internet sites or technology tools to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material without expressed permission of the owner is a violation of Federal Law. Copyrighted material that is not cited in any student work will be deemed as plagiarism and disciplined accordingly.
- All students must protect their login and password information. No student may share his/her login information with anyone. If participants suspect that a password has been compromised, they must notify a teacher or administrator immediately.
- The use of the Internet and all technological devices is a privilege, not a right. Therefore, inappropriate use will result in a referral to administration. Consequences may include, but not limited to, detention, suspension, and/or loss of technology devices.
- Saint Teresa of Calcutta Catholic School reserves the right to alter or amend this policy at any time.

Internet:
Saint Teresa of Calcutta Catholic School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

> The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat-room, email, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, prnographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese."

Web 2. Tools
Online communication is critical to our students' learning of 21st Century skills, and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. However, such technologies can open up real dangers to students. So, expectations for classroom blogs, wikis, student protected email, and podcast projects or other web interactive use must follow all established Internet safety guidelines. Part of the process of using Web 2.0 tools is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Google Education:
Students may have Google accounts to allow email communications and to store and share documents. All stored work will be accessible from home, school, and anywhere there is an Internet connection. Students and teachers will have access to Google Mail, Google Calendar, Google Docs, and Google Groups. Students will not be permitted to use Google Chat features.

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Saint Teresa of Calcutta Catholic School will create email accounts for the students to allow for collaborative sharing through the use of Google Apps for Education. These accounts will be used at school for school related projects. Google Apps is a place for students to safely keep online communications and collaborative documents as they relate to school, such as school websites, school documents, school videos, school calendars, and school email. <u>IT IS NOT TO BE USED FOR PERSONAL ITEMS.</u>

Access to and use of the student's Google account is considered a privilege. Saint Teresa of Calcutta Catholic School maintains the right to terminate the access and use of any Google account when there is reason to believe that violations of school, Diocesan, or federal law policies have occurred. The alleged violation will be directed to administration and addressed accordingly.

Limits on Saint Teresa of Calcutta Catholic School liability:
- Saint Teresa of Calcutta Catholic School will make every reasonable effort but will not certify that any filtering service will be free of errors.
- Saint Teresa of Calcutta Catholic School will not be responsible for any data, which may be lost, or for any interruption in computer or Internet services, or for any other inconveniences the user may experience.
- Saint Teresa of Calcutta Catholic School will not be responsible for any willful damages incurred by a user to a computer, operating system, or network.

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