



## Acceptable Use of Technology Policy/Agreement 2018 - 2019

St. Gregory Catholic School (STG) recognizes that access to technology is an integral part of the educational mission of our learning institution. The focus of the computer program at STG is to promote and foster student growth which utilizes technology tools that help prepare students fulfill their Catholic and civic responsibilities to become more global citizens.

The policies and information contained in this document address the appropriate use of technology provided by STG, as well as personally owned technological devices which are brought on to the school campus. **Items considered by the Administration to come under this policy include, but are not limited to, laptop computers, tablets, electronic readers, iPads, iPods, cameras, video recorders, digital/electronic gaming devices, and cell/smart phones and smart watches.** The policy establishes safeguards to ensure the protection of STG students. It also serves to protect our investment in hardware and software to ensure the benefit of technology in the classroom.

### Terms of Use:

- We expect STG students to act responsibly when using technology.
- Access to STG technology is a privilege. Any unacceptable use will result in disciplinary action deemed appropriate by the Administration.
- STG faculty will respect student confidentiality of electronic messages, but students should have NO expectation of privacy regarding the use of school technology. STG faculty reserves the right to monitor students' online activities and to access, review, copy, store, or delete any electronic communication/files and disclose them to the Administration when necessary.
- The use of all STG owned technologies including the school network and its Internet connections are to be used for educational purposes consistent with the standards/objectives of STG. Any recreational use of school technology is prohibited.

### Teacher Responsibilities:

- To provide a safe learning environment for students while using school technology (i.e. computers, SMART boards).
- Use technology in support of education and research consistent with lesson objectives and Diocesan guidelines.
- Permit student access, within the limits of this policy, to STG technology based instructional resources.
- STG network administrators will periodically review all files stored on the school shared drive.
- Maintain that access to the Internet is filtered and monitored. (Keep in mind that no filter is foolproof.)
- Faculty and staff are not responsible for any damages incurred to personal student devices.
- Faculty will not accept loss of access to STG technology as a reason for missing or incomplete assignments.

- **Teachers and Administration reserve the right to confiscate and inspect any device in accord with written policies.**

#### **Student Responsibilities:**

- STG students are responsible for any activity that occurs through their student and personal accounts both on and off campus. Representation that occurs off campus should not be disruptive to the Catholic learning environment.
- All STG students are expected to maintain academic honesty.
- Students must respect the privacy of others:
  - Do not access or modify files or data belonging to another student.
  - Do not misrepresent the identity of another student,
  - Do not post pictures/videos of others without their permission.
- **All electronic devices must remain turned off and secured in a locker or backpack during school hours unless explicit permission is given by a teacher (i.e. lesson activities).**
- If a student observes anyone misusing the computers/technology, it must be reported to a teacher immediately.

#### **Unacceptable uses of technology (not limited to):**

- Changing/deleting icons off the desktop.
- Use of the school network and Internet connection for illegal or unethical activity, including copyright violations.
- Reviewing or modifying any information from the STG Administration network files.
- Downloading any software without explicit permission from the teacher.
- Use of inappropriate, obscene, or profane language.
- Downloading, posting, or displaying any defamatory, abusive, obscene, racially offensive, harassing information, photos, or other material.
- Forwarding of any chain letter e-mails.
- Connecting any devices into the computer without permission from the teacher. This includes flash drives, ear phones, etc.
- Attempting to bypass blocked Internet sites by using a proxy site to gain access.
- Damaging or vandalizing STG computers, files and programs.
- Using school equipment to create a website or social media presence (i.e. Twitter, Facebook), or for Internet posting, except with the permission of the Administration.
- Taking and/or posting pictures or personally identifiable likeness/images of any student, teacher, administrator, or staff person on public social media sites or any electronic device without their permission is prohibited (Facebook, Instagram, Snapchat, etc).
- Taking/posting/sharing any explicit anatomical photos/images is prohibited (applies to both on and off campus) and law enforcement will be notified.
- Any posting/sharing of explicit gestures, videos, music and photos is prohibited (applies to both on and off campus).
- Any posting or sharing photos/images/videos of any actual or implied drug or alcohol use is prohibited (applies to both on and off campus) and law enforcement will be notified.
- Students may not use the STG name or logo on any non-school website or social media.
- Using STG computers for commercial purposes (i.e. eBay, Amazon).
- **Unacceptable use may also include online activities occurring OUTSIDE the school that may carry over into the STG community (defamation, harassment, threats, etc.) and disrupts the learning environment. This applies to all social media: Facebook, Twitter, Instagram, texting, e-mails, etc. Any violations will result in loss**

**of privileges including, but not limited to, participation in sports, dances, fieldtrips, and can result in expulsion. When appropriate, law enforcement agencies may be involved.**

- **Cyber bullying either on campus or off campus will not be tolerated. Any violation will be dealt with in accordance with the STG Disciplinary Policy. All violations will be sent to the Administration.**
- **Remember that you are representatives of St. Gregory Catholic School both on campus and off campus. Please conduct yourselves in a manner that shows pride in your school and self worth.**

**STG reserves the right to amend this document at any time should any specific need arise. Any offense that may occur that is not listed will have its severity and consequences decided by school administration.**

**St. Gregory Catholic School**  
**Acceptable Use of Technology Agreement**  
**2018 – 2019**

**Student and Parent/Guardian Agreements:**

Please read and discuss the STG Acceptable Use Policy with your son(s) or daughter(s). By using the technology provided by STG, the student accepts that he/she is expected to use said technology in an appropriate and responsible manner. It is important that parents/guardians understand and affirm the responsibilities of this policy. A parent/guardian signature indicating that you have read the guidelines is required before your child may utilize any form of Internet access, STG technology, and its network systems.

***I have read the Acceptable Use of Technology Policy and this Agreement Form. I understand that technology access is intended for educational purposes. I agree to use STG technology and computers in an appropriate and responsible manner. I agree to accept all responsibilities and consequences arising from my compliance or non-compliance with this policy.***

Student Name (please print): \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***I have read and discussed the Acceptable Use of Technology Policy and this Agreement Form with my child(ren). I understand that technology access is intended for educational purposes of my child. I agree that my child(ren) use(s) STG technology and computers in an appropriate and responsible manner. I agree to accept all responsibilities and consequences arising from my child's compliance or non-compliance with this policy. I give St. Gregory Catholic School permission to allow my child(ren) access to use the school's technology.***

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian E-mail: \_\_\_\_\_