

# Acceptable Use Policy

## Holy Trinity Catholic School

### I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; *Rome, 1992*).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

### II. Introduction

The purpose of the Acceptable Use Policy is to clearly explain to students, parents, and school staff members the expectations that users of the system **inside or outside of school** are expected to uphold. This document entails the practical considerations that need to be made by users of the system and carefully outlines exactly what practices are encouraged or forbidden by the school. The Acceptable Use Policy (AUP) gives students a clear statement of what is expected of them in terms of the day-to-day use of school technology and related services.

At Holy Trinity Catholic School, students are not allowed to have personal electronic devices on their person during the school day. If any such device is brought to school, it must be stored either in the locker or in a specific place as designated by the school. Demerits or a detention will be issued depending on the series of uses. In addition, the device may be confiscated by school personnel and returned to the student or parents depending on circumstances as outlined in the Parent/Student Handbook.

The following policy applies to school computers, technological devices, network, **and school issued software and online platforms**, and is in effect whenever these are in use, on or off school property. Even if a user is using a school-issued computer after school, this policy still applies.

To gain access to school technology and the Internet, all students of Holy Trinity Catholic School must obtain parental permission. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

The following rules are provided so that everyone is aware of personal responsibilities. Any user in violation of these provisions may have his or her account terminated, and future access could be denied in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts.

### III. Acceptable Uses

An acceptable use is one that is for educational purposes. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem if a particular use was acceptable, and their decision is final. However, it should generally be assumed that acceptable uses are academic in content and do not serve a purpose other than to enhance the education of a user.

#### A. Safe Communication

- 1) *Personal Information*: When using the computer network and Internet, minors should not reveal personal information about themselves or any other individuals, such as home address, phone number, full name, or any other identifying information.
- 2) *Meetings*: Minors should never arrange a face-to-face meeting with someone they first “met” online without seeking permission from the teacher and parent.

#### B. Netiquette

- 1) *Behavior*: Users are expected to abide by generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online. Disruptive or disturbing behavior and the use of vulgar, obscene, or bigoted language or materials will be handled as disciplinary issues.

### C. Copyrights

- 1) *Honesty*: Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

## IV. Unacceptable Uses

An unacceptable use is one that violates not only the specifics of the guidelines presented but the spirit of Holy Trinity Catholic School in keeping with its Internet Safety Policy and the teachings of the Catholic Church. It is possible that a specific use that is not discussed in the following guidelines is unacceptable since no list is completely exhaustive, so it is imperative that students act responsibly and are accountable for their actions. If a student is not sure if a particular use is permitted by the spirit of this policy, he or she should consult their teacher or Computer Teacher (or Technology Coordinator). Unacceptable uses will result in appropriate levels of discipline, possibly including a loss of computer access, as well as other disciplinary or legal action.

### A. Recording devices

- 1) *Messaging*: Students are not permitted to use any app that allows for transmission of videos or pictures that can be viewed only for a short amount of time (such as Snapchat).
- 2) *Prohibited Areas*: Students may not take recording devices into certain areas such as bathrooms and locker rooms.
- 3) *Sexting*: Students are not permitted to “sext” or transmit other sexually oriented images.
- 4) *Permission*: Students may not use devices to record audio or video or to take pictures at any time without first obtaining permission from a teacher in advance. Permission will only be granted for the purposes of a bona fide school assignment.

### B. Downloads

- 1) *Games*: Students are not permitted to download or play games on school technology unless such game playing has an educational purpose and is specifically directed by the supervising teacher.
- 2) *Viruses*: Students are not permitted to download (or upload) a worm, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism.

### C. Unauthorized Access

- 1) *Bypasses*: Any unauthorized technology used for the purpose of bypassing security systems, avoiding internet filtering, or gaining unauthorized access is not permitted. This includes the use of ssh, proxy-bypass software, remote desktop sessions, anonymizing websites/software and other technologies.
- 2) *Other Accounts*: Students are not permitted to access another individual’s account. Additionally, they are not allowed to delete, copy, modify, or forge other users’ emails, files, or data, including online school resources such as Google Apps for Education, Microsoft Office 365, Powerschool, Edmodo, or Moodle.
- 3) *Mobile Hotspots*: Students are not permitted to use any device to create a mobile WiFi hotspot. This includes, but is not limited to, tethering apps and features on phones as well as portable WiFi hotspot technologies.
- 4) *Proper Action to Take*: If a problem does occur and the security of the school network is compromised, then users should notify a teacher immediately. Users should not demonstrate this problem to others.
- 5) *Internet Access*: Students are not permitted to connect to the internet through a source other than the school’s specified provider **when in school**. Accessing the internet via a 3G connection or otherwise is strictly prohibited.

### D. Other Actions

- 1) *Employees*: Students should not email or post to webpages or blogs images, photos, or video of employees of the school. This includes the creation of fan pages or groups on social networking sites directed at a particular teacher or student (or a particular group of teachers or students) unless expressly authorized by the Principal.
- 2) *Online Activities*: Users are not permitted to use the resources for commercial purposes, product advertising, or political campaigning.
- 3) *Defamation*: Students are not permitted to create a fake account for the purpose of defaming another individual or person.
- 4) *Social Networking*: Students are not permitted to access social networking sites (such as Facebook, Twitter, Xanga, Instagram, etc.) unless for academic purposes as specified by the supervising teacher.
- 5) *Tampering*: Users are not permitted to tamper (physically or electronically) with computer resources. Intentionally damaging computers, computer systems, operating systems, or computer networks will result in cancellation of privileges.
- 6) *Inappropriate Material*: Users are not permitted to transmit, receive and/or submit, or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal materials.
- 7) *Cyberbullying*: Cyberbullying is strictly prohibited.
- 8) *Jailbreaking*: Students are not permitted to “jailbreak” school-provided devices (or do any similar process that wipes clean the hard drive of a device).

## V. Content of Policy

### A. Review and Revisions

- 1) *Current Policy*: Signed Acceptable Use Policies will be kept on file at Holy Trinity Catholic School.
- 2) *Updating the Policy*: Due to continuous advancements technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

***Retain this policy for your records. Return the signature page.***

## Internet Safety Policy

### Holy Trinity Catholic School

**Please read this document carefully before signing. The signature page must be returned as part of the student/staff profile.**

#### I. Diocesan Statement on Technology

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In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

## II. Introduction

The purpose of the Internet Safety Policy is to provide the school's approach to Internet safety and security and provides overarching themes for how Holy Trinity Catholic School will handle these issues rather than presenting a guide for students on the day-to-day operations of the school network, computers, and proper usages (this can be found in the Acceptable Use Policy, which complements this document). Holy Trinity Catholic School recognizes that students must act responsibly and will hold students accountable for their actions in attempting to uphold the Internet Safety Policy.

Successful operation of the building network facilities requires that use of Internet resources be consistent with the stated mission, goals, and objectives of Holy Trinity Catholic School.

It is the policy of Holy Trinity Catholic School to:

- 1) Prevent user access to and transmission of inappropriate material via the Internet, email, or other forms of direct electronic communications over its computer network;
- 2) Prevent unauthorized access and other unlawful online activity;
- 3) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- 4) Comply with the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To gain access to the Internet, all students of Holy Trinity Catholic School must obtain parental permission. The signature(s) at the end of this document indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Holy Trinity Catholic School reserves the right to terminate the account of any user in violation of these provisions, may result in a loss of computer access and further disciplinary action up to and possibly including suspension or expulsion, as well as legal action in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts. Key terms found in the policy are as defined in the CIPA, and several of these terms are included in the following "Definitions" section for the sake of clarity.

## III. Definitions

- 1) A *user* is defined as any student, faculty, or staff member using the technology resources at Holy Trinity Catholic School.
- 2) (CIPA) A term *minor* is defined as any individual who has not attained the age of 17.
- 3) (CIPA) The term *harmful to minors* means a picture, image, graphic image file, or other visual depiction that:
  - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
  - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors; and
  - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

## IV. Internet Terms and Conditions

### A. Safety

- 1) *Promotion of Internet Safety*: To the extent practical, steps shall be taken to promote the safety and security of users of the Holy Trinity Catholic School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

- 2) *Personal Information:* Holy Trinity Catholic School encourages minors to be safe and take responsibility for their actions on the Internet. When using the computer network and Internet, minors should not reveal personal information about themselves or any other minors such as home address, phone number, full name, or any other identifying information.

## **B. System Security**

- 1) *System Bypasses:* Holy Trinity Catholic School treats security on any computer system as a high priority. Users should notify a teacher if a problem or potential bypass of security systems is detected. Holy Trinity Catholic School strictly forbids students from accessing another individual's account and/or tampering in any way with the personal emails, files, or data belonging to another person.
- 2) *Hacking:* As required by the CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online.

## **C. Inappropriate Material**

- 1) *Final Say:* The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right – that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem what is inappropriate use, and their decision is final. These same authorities will be consulted to determine what matter is inappropriate for minors.
- 2) *Material:* **Holy Trinity Catholic School** prohibits students from transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, cyberbullying or illegal materials. Reasonable measures will be enforced to prohibit students from obtaining inappropriate material online.
- 3) *Liability:* Holy Trinity Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Holy Trinity Catholic School assumes neither the responsibility nor liability for any phone charges, line costs or usage fees, or for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Holy Trinity Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## **D. Copyrights**

- 1) *Plagiarism:* Holy Trinity Catholic School's honesty policy applies to the internet as well. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

## **E. Technology Protection Measures**

- 1) *Filters:* To the extent practical, Holy Trinity Catholic School shall use technology protection measures (or "Internet filters") to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the CIPA, blocking must prevent against access by adults and minors to visual depictions of material deemed as obscene, child pornography, or harmful to minors. The school will enforce the operation of technology protection measures while the school computers with Internet access are being used.
- 2) *Research:* Subject to staff supervision, Holy Trinity Catholic School will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purpose.

## **F. Privacy**

- 1) *Monitoring*: The Computer Teacher (or Technology Coordinator) and administration will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather information insuring system integrity and responsible use of the system. A log will be kept of all Internet use by students, faculty, staff, and administration, and all activities will be monitored.
- 2) *Supervision by Staff*: It shall be the responsibility of all members of the Holy Trinity Catholic School staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

## **G. Education**

- 1) *Age Appropriate Training*: The Technology Director/Computer Teacher (or Technology Coordinator) will provide age-appropriate training for students who use the Internet facilities of Holy Trinity Catholic School. The training provided will be designed to promote the school's commitment to:
  - a. The standards and acceptable use of Internet services as set forth in this policy
  - b. Student safety with regard to:
    - i. Safety on the Internet
    - ii. Appropriate behavior while online, on social networking sites, using email, or in chat rooms
    - iii. Cyberbullying awareness and response
  - c. Compliance with CIPA

## **H. Content of Policy**

- 1) *Current Policy*: Signed Internet Safety Policies will be kept on file at Holy Trinity Catholic School.
- 2) *Updating the Policy*: This policy may be updated when new or changing technology warrants.

## **V. Loss of Privileges**

Any violation(s) may result in a loss of computer access up to and possibly including suspension or expulsion, as well as legal action. Users are considered subject to all local, state, and federal laws.

***Retain this policy for your records. Return the signature page.***

# G-SUITE FOR EDUCATION ACCEPTABLE USE POLICY

## Use of G-Suite for Education Account

While attending this school, each student has access to G Suite for Education (G Suite), formerly Google Apps for Education. The G Suite apps include word processing, spreadsheet, presentation, calendar, email, Classroom and many other collaborative tools. Additionally, this suite of applications is available in “the cloud”, which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer.

In order to create a safe, effective way for students and staff to communicate with one another, we issues a G Suite account to each student from our G Suite domain. Students access their account using Gmail. Our school is required by the Child Internet Protection Act (CIPA) to have measures in place, which protect students from harmful materials. As such, we take the following steps with student email usage:

- Students are only allowed to email other staff and students in our G Suite domain. They cannot send emails to any address that are NOT from our G Suite domain. This applies to receiving emails as well as blocking all email to students from outside of our G Suite domain.
- Student Gmail is ad free, and is filtered for spam.
- Student email is archived internally, and is searchable by district administrators at any time should the district deem it necessary.

Our school also has the duty to abide by the Children’s Online Privacy Protection Act (COPPA), which limits companies from collecting personal information from children under 13. In order to comply, Google advertising is turned off for all staff and student G Suite for Education accounts. Personal information is not collected while students are utilizing Gmail, or the G-Suite core suite, which includes restricted Gmail, Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites.

Our school will act in accordance with the Family Education Rights and Privacy Act (FERPA), and not use the G Suite for Education to publish any confidential student records for online public view. Additionally, parents have the right at any time to investigate the contents of their student’s email account, and/or their student’s G Suite for Education files. School staff is responsible for monitoring a student’s behavior online during the school day, while parents take over that responsibility at home. Students are responsible for their behavior at all times.

Students that adhere to proper use of G Suite for Education, including email (if applicable), will do so by demonstrating the following behavior:

- Students will have no expectation of privacy with their G Suite account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their G Suite account to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the school staff should they receive any message that is inappropriate or makes them feel uncomfortable.
- Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, G Suite for Education is considered a privilege and benefit to students in our district. Our school maintains the right to immediately revoke the access and use of the G Suite, including Gmail, where the district has reason to believe violations of law or district policy have occurred. Under normal circumstances, the district will follow the discipline process outlined in the school handbook.



## Acceptable Use, Internet Safety, and G-Suite Policies Holy Trinity Catholic School

*Please write legibly.*

### STUDENT (AND STAFF) SECTION

I have read the Acceptable Use, Internet Safety, and G-Suite Policies and I agree to abide by measures established by these rules. I understand that if I violate the rules, my account can be terminated, and I may face other disciplinary measures up to and including suspension or expulsion.

\_\_\_\_\_  
Name of User (student and staff)

\_\_\_\_\_  
Student's Grad. Year

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Date

### PARENT (OR GUARDIAN) SECTION

As the parent or legal guardian of the student signing above, I have read this Acceptable Use, Internet Safety, and G-Suite Policies. I grant permission for my son or daughter to access the Internet and to use the school's technology. I understand that it is impossible for Holy Trinity Catholic School to restrict access to all controversial materials, and I will not hold the school or its staff responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

\_\_\_\_\_  
Name of Parent

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Cell

