



ST. GEORGE CATHOLIC SCHOOL

ACCEPTABLE USE POLICY

Updated July 2018

Mission Statement

The mission of the Technology Department at St. George Catholic School is to provide a full range of technology services, tools, and experiences to further opportunities for academic excellence, faith development, and leadership skills including a 1:1 technology initiative for all students grades 4-8.

This Acceptable Use Policy (AUP) contains standards that foster our mission and goals. The policy is revised yearly to reflect any new technology and to address issues identified in the previous year. Each year, all St. George Catholic School students and parents must read and agree to abide by these standards. Any student who violates this policy or any applicable local, state, or federal laws is subject to disciplinary actions, a loss of technology privileges, and may face legal prosecution. The administration of St. George Catholic School reserves the right to amend any item in the AUP or any technology policy during the year. Students will be notified of any changes via email or through Dragon Tales.

Student Access

St. George Catholic School provides Internet access and network resources and students will frequently have access to different types of electronic and virtual resources to complete educational tasks, including but not limited to: storage, network communications, equipment, apps, and software. Only those resources issued to the student may be brought into the classroom environment. Students are **not allowed** to bring outside devices into school without prior permission from St. George School Administration. Students should have developed habits that ensure their use of technology is efficient, respectful, legal, and safe.

All electronic resources provided by St. George Catholic School remain the property of St. George Catholic School. St. George Catholic School reserves the right to access any file, email, network transmission or other information stored on or communicated through this property. The individual has no reasonable expectations of privacy. St. George Catholic School retains the right to monitor all electronic resources in any manner it sees fit.

Email

Students will be issued an email account for school use. It is their responsibility to ensure password confidentiality on all resources. Students will be given a password and **may not** change the given password. Students are representatives of the school and are expected to act in a manner consistent with the school's mission and values. Communications via email must fall within school guidelines **AT ALL TIMES**.

Consequences of Violations

A student whose behavior or repair record indicates careless use or abuse of electronic resources will be referred to the administration for disciplinary action. Consequences of violations include, but are not limited to, detention, suspension, expulsion, or revocation of any and/or all electronic resources.

School administration has the right to restrict or terminate electronic resource access at any time to protect the integrity of the network or prevent misuse.

Prohibited Behaviors

St. George Catholic School teachers and staff, along with parents and students will work in a digital and collaborative environment. Students are expected to always conduct themselves as good digital citizens. According to *Security vs. Access Balancing Safety and Productivity in the Digital School*, by LeAnne K. Robinson, Abbie H. Brown, and Tim D. Green, the presence of technology in PK-12 classrooms is a contributing factor toward the development of authentic, engaging learning environments. However, there are many security threats that educators and parents today must address. These include inappropriate content, predators, misuse of mobile communication devices, cyberbullying, network security, and copyright infringement. Students will be taught digital citizenship lessons at school. Students may not engage in any of the following while working in a digital and collaborative environment.

Inappropriate Content

- Advocating racial, ethnic, religious, or gender-based slurs
- Accessing inappropriate content
 - **Reminders:** Be sure to tell parents and teachers IMMEDIATELY if inappropriate content appears on your device

Predators

- Communicate with strangers
- Give out personal information including unique usernames and passwords
 - **Reminders:** Never give out personal information such as name, address, school name, telephone numbers, etc., in chat rooms or on bulletin boards. Do not meet someone or visit with someone without permission from your parents. Do not trust people online whom you do not know.

Misuse of Devices

- Participating in non-academic school sites during class time
- Infringing software copyright or licensing agreements
- Maliciously installing, invoking, or altering files to create a disruptive mechanism
- Purposely viewing, displaying, storing, or transmitting any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.
- Sending unauthorized bulk or random messages (i.e. Junk mails, ads, etc.)
- Illegally downloading copyrighted MP3s, games, images, or movies
- Sharing school-related files when the project, activity, or assignment is to be done independently
- Utilizing headphones and/or ear-buds without expressed prior teacher permission

- Taking pictures, recording via video, and/or audio at the school or any school activity without expressed prior permission from the person in charge.
- Email, post to websites or blogs and images, photos or videos of employees or students of St. George Catholic School
- Writing on any technology piece with an instrument other than an approved stylus or affixing stickers
 - **Reminders:** Always be safe and respectful of the use of the devices.

Cyberbullying

- Conducting or participating in any actions which are illegal including threatening or harassing others according to city, state, or federal law
 - **Reminders:** Report incidents to parents and teachers **immediately**. Do not erase any evidence of cyberbullying.

Network Security and Inappropriate Uses of the Network

- Compromising the privacy and/or security of users
- Promoting private business, product advertisement, or political lobbying
- Seeking or gaining unauthorized access to non-approved local or internet resources
- Soliciting or conducting commercial or private/personal business enterprises
 - **Reminders:** Report incidents to parents and teachers **immediately**. Do not erase any evidence of inappropriate uses of the network.

Copyright Infringement and Plagiarism

- Unauthorized copying of licensed software or other copyrighted sources
- Copying the work of another individual without giving credit including copying another student's assignment, project, homework, etc.
- Allowing another student to copy your work
 - **Reminders:** Report incidents to parents and teachers **immediately**.

Any other action deemed inappropriate by the administration

Chromebooks

1:1 Chromebooks (Grades 4-8)

Accident Insurance

Chromebooks are covered by accidental damage insurance. There is a \$50 deductible associated with accidents that happen within normal Chromebook use, including cracked screens. The coverage does not include damage that is intentional or the result of neglect or misuse. The individual is responsible for the costs of all repairs that are not covered by the insurance agreement. Individuals should report damage, malfunctions, and theft immediately to the teacher.

Responsibilities

Chromebooks should be secured and attended to at all times during the school day by keeping it with the student or where instructed to keep it by teachers. Chromebooks should be handled and carried in the manner set forth by authorities at school. These guidelines will be addressed in each homeroom, by each homeroom teacher with the support of the school technology coordinator and administration. Chromebooks should be returned to the charging carts every afternoon at school.

Acceptance of use of this Chromebook during school hours and signatures below acknowledge that you, the parent and student have read and will abide by the above policies and procedures of St. George Catholic School.

This Chromebook is for use while the student remains enrolled at St. George Catholic School. It is the property of the school. If the student withdraws from St. George Catholic School, the Chromebook remains with the school.