SAINT DOMINIC SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

Saint Dominic School adheres to the Technology Acceptable Use Policy written by the Department of Catholic Education. This policy is found in the Diocese of Trenton Handbook for Policies and Practices for Elementary and Secondary Schools. All administrators, teachers, support personnel and students must read and agree to abide by the provisions of the Technology Acceptable Use Policy.

TECHNOLOGY ACCEPTABLE USE POLICY FOR THE DIOCESE OF TRENTON ELEMENTARY AND SECONDARY SCHOOLS

"Technology must be at the service of the human person…in conformity with the plan and the will of God" … "This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all."
(Catechism of the Catholic Church, #2293, #2294)

We believe that technology including the World Wide Web is a tool that needs to be respected and used for the enrichment of learning. It is important that we understand that schools are founded for faith development and that all tools are used in the education process.

The parent, student and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the following policy, the individual agrees to appreciate the resource advantage of all technology and not use it in any manner that violates these values and ideals.

Principals must follow the directives for the use of technology in Policy 2070.28, Responsibilities and Duties: Elementary and Secondary Principals.

Administrators, teachers and students are to follow all directions outlined in Policy 2070.28, Technology/Acceptable Use Policy and Appendix 2070.28, Technology Acceptable Use Agreements.

Definition: In this policy the term technology refers to all electronic devices including but not limited to digital media, software, network systems (between users and internet), electronic communications such as cell phones, texting and e-mail.

Purpose

The purpose of school-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered and obtained from the Internet and all other technology resources in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Parent permission is required for posting students' pictures and information on the school website.

Administrator's/Teachers' Responsibility

Administrators, teachers, support personnel and students access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

Student Supervision

In order for a student to gain access to school-provided technology, hardware, software and network, he/she must obtain the written permission of the parent/guardian, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students will sign the Technology Acceptable Use Policy. Students utilizing technology resources are responsible for their behavior in accordance with the school's disciplinary policy. Users will not be permitted to use any technology in school while access privileges are suspended or revoked in school.

- Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly. The privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.

- The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.

- The school will not be responsible for the accuracy, nature, or quality of information stored on any electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the school Internet through the school or personal device they have brought to into school. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.

- Administrators, teachers, support personnel and students will not use any school technology including but not limited to: computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.

- Administrators, teachers, support personnel and students will not post any photographs of the students without written permission of the parents. Students' photos that are posted on the internet should not have any identifying information connected to the photos without parent/guardian permission; such as but not limited to name, address, phone number, school, grade, hobbies and e-mail addresses.

- Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology, including any information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.

- Teachers, support personnel and students will not remove technology hardware or software from the school without permission of the administrator(s).

- Administrators, teachers, students and support personnel will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.

- Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person without his/her consent.

- Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.

- Students will not use the school technology in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

- Teachers, support personnel and students will not subscribe or use fee based on-line services in school without the prior written approval of the school administrator(s).

- Administrators, teachers, support personnel and students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge any digital media.

- Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his / her parents or guardians.

- Administrators, teachers, support personnel and students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.

- Administrators may request that certain Internet sites are blocked or unblocked if they are deemed necessary for educational purposes.

- All students will be informed about policy 5050.9, Student Participation on Social Networking Sites.

Staff Responsibility

All school staff members are responsible for supervising students using technology and are obligated to read, understand and adhere to the procedures and enforce the rules concerning acceptable use of school technology. Whenever a staff member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with this procedure and the school's disciplinary code.

Parental Responsibility

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

Guidelines

The educational value of the school's use of technology is the responsibility of the teachers as well as the students and their parents/guardians. Students are expected to use technology resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.

- Teachers, support personnel and students will not make unusable or inaccessible any individual's computer data files and/or programs.

- Teachers, students and support personnel will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.

- Teachers, support personnel and students will not use or attempt to obtain another user's credentials.

- Teachers, support personnel and students will not use school technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.

- Teachers, students and support personnel will not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.

- The administrator/designee reserves the right to review all electronic communications for appropriate content.

SAINT DOMINIC SCHOOL

TECHNOLOGY ACCEPTABLE USE AGREEMENT for STUDENTS

I/We, the undersigned parent(s)/guardian(s), have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy, as published on the school website under the "Current Parents" link. I/We further acknowledge and accept responsibility for any violation of this policy made by my/our child/children. Any violation of this policy will or may result in suspension of internet /technology privileges and will incur disciplinary action as stated in the local school disciplinary code.

STUDENTS IN GRADES PREK – GRADE 8

Date _____ Parent/Guardian Signature _____

Date _____ Parent/Guardian Signature _____

I, the undersigned student, have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy as published in the school handbook.

Date _____ Student Signature _____

Any student who cannot print or write their name may be excluded from signing this form. This refers especially to Pre-Kindergarten and Kindergarten students.