

**TECHNOLOGY ACCEPTABLE USE POLICY
FOR THE DIOCESE OF TRENTON
ELEMENTARY AND SECONDARY SCHOOLS
(APPENDIX 2070.28)**

INTRODUCTION

“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 the Internet is a research tool that needs to be respected and used for the enrichment of learning. With this in mind, it is important that these schools are founded for faith development and all tools are used in the education process keep this fact in the forefront.

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 value the research advantage of the Internet and not use it in any manner that violates these values and ideals.

Principals must follow directives for the use of technology in Policy 2070.2, 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.

PURPOSE

The purpose of school-provided technology, including Internet access and electronic mail, 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 Internet provides world-wide access to computers containing information resources which may not be considered of educational value in the context of the school setting or of a suitable nature for school-age students, administrators, teachers and support personnel. The school considers the information gathered from the Internet and obtained from all other software 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.

Students’ pictures should not be posted on the Internet; however, it is the responsibility of the administrator(s) to monitor and oversee the use of technology in the school.

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, including the Internet and electronic mail, 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 Technology Acceptable Use Policy. This may be accomplished by signing the student handbook if this technology policy is printed in the student handbook. Students utilizing Internet access are responsible for their behavior on-line in accordance with the school’s disciplinary policy. Users will not be permitted to use any technology while access privileges are suspended or revoked.

- 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 fixed or removable electronic media. This technology includes workstations, stand-alone computers and servers. 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 Internet. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet service provider.
- Administrators, teachers, support personnel and students will not use school 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.
- Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or information belonging to others, or allow others to do the same. Users will not deliberately interfere with the ability of other persons to send/receive electronic mail.
- Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.
- Students will not use the school network or electronic mail 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 without the prior written approval of the school administrator(s).
- Administrators, teachers, support personnel and students will not use electronic mail for any illegal activity, including but not limited to violation of copyright laws. Students shall not forge electronic mail messages or web pages.
- 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 the unsolicited electronic mail messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Administrators may request that certain Internet sites are blocked if they are deemed inappropriate.

STAFF RESPONSIBILITY

All school staff members whose duties include supervising students or staff using school computers, networks, Internet access, or electronic mail are obligated to read, understand and adhere to the procedures and should 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 every and 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, including student access to the Internet and electronic mail, is the responsibility of the teachers as well as the students and their parents/guardians. Given the school's limited availability of technology, students are expected to use these 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 intentionally make unusable or inaccessible any individual's computer data files and/or programs residing on any removable or fixed electronic storage media.
- 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 electronic mail of any other person.
- Teachers, support personnel and students will not use or attempt to obtain another user's password.
- Teachers, support personnel and students will not use school computers, networks, electronic mail, or the Internet for reasons of personal profit or any other non-instructional or non-administrative purposes.
- Teachers, support personnel and students will not use school computers, networks, electronic mail or access to the Internet for 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.
- Teachers, students and support personnel will not post any photos of other students, teachers or support personnel on the Internet without the written permission of that person or in the case of a minor the parents/guardians of that student. Any student who posts a photo without permission is subject to the school's discipline code. Any teacher or support personnel who post a photo on the Internet without written permission of the person in the photo is subject to dismissal by the administrator of the school.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.

**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 provided by St. Veronica School. 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/may result in suspension of internet/technology privileges and will incur disciplinary action as stated in the local school disciplinary code.

STUDENTS IN GRADES K – 12

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 provided by St. Veronica School.

Date _____ Student Signature _____

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

Technology Acceptable Use Agreement for Administrators, Teachers and Support Staff

Acceptable Use

- St. Veronica School provides telephones, fax machines, computer systems and networks to its employees in order to enhance both individual and school efficiency and effectiveness.
- Users must utilize the applications provided and facilities such as e-mail and Internet toward these ends. Users must learn how to operate the computers and use the network in an appropriate manner. Administrators, teachers and support personnel must use care in creating and sending e-mail messages.
- The contents of the e-mails cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may be forwarded to someone else without the creator's knowledge.
- All communication must be in line with acceptable teachings of the Catholic Church.
- As with paper records, proper care must be taken in creating and retaining electronic records, which can affect the reputation of the school. E-mail messages can be used for legal purposes.
- All files downloaded from the Internet and any other computer disks received from outside sources must be scanned with virus detection software. Immediately report any viruses, tampering or any other system breaches to the administrator of the school.

Unacceptable Use

Users may not:

- Share or disclose the assigned private password of their user account.
- Use another person's account to access systems and networks, including SASI Data Base (Integrate Pro).
- Represent without authorization the opinions, positions, guidelines, process, offers or judgments of the school.
- Post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic or profane information of any kind. Without limitation, transmission constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, national or international law including without limitation the U.S. export control law and regulations.
- Post, transmit or download any information that the user knows contains a virus, worm, cancelbot or other harmful component. All users must contact School Computer Services prior to downloading applications (not documents) or otherwise installing any program or software application in order to secure appropriate virus detection and security analysis.

- Upload, post, publish, transmit, reproduce or distribute in any way, information software or other material obtained through the Internet or other communication systems that is protected by copyright or other proprietary right derivative works with respect thereto, without obtaining permission of the copyright owner or right holder.
- Abuse or fraudulent use of the computer systems, networks or Internet in any way not specifically set forth above.

IMPLEMENTATION

1. Violations of this policy, including breaches of confidentiality or security, may result in:
 - ...suspension of communication system uses privileges
 - ...disciplinary action up to and including termination
2. The School Administrators must ensure that their current employees are made aware of this policy.
3. The School Administrators must have each new employee sign a copy of this policy and inform new employees of the possible actions for misuse.

I have read the above, and agree to the conditions outlined in this policy.

Employee Signature

Date