

## TECHNOLOGY RESOURCE

### ACCEPTABLE USE POLICY AGREEMENT

#### INTRODUCTION

Access to technology resources is provided to members of the school community strictly in support of activities related to school and classroom learning. Access to equipment and network services is given to those members who agree to act in a responsible manner and in compliance with this Acceptable Use Policy Agreement. Students and staff are responsible for their behavior, actions, and communications when using personal and/or school technology resources. They are responsible for the appropriateness and content of material they store, transmit, or publish. General school rules for behavior and communication apply. Technology resources that are covered by this agreement include, but are not limited to, computers, servers, disk drives, printers, scanners, video and audio devices, cameras, software, switches, wireless access points, networked copiers, telephones, electronic science probes, cell phones, pagers and other electronic resources.

This Policy, and any subsequent policies, is designed to make technology available to the School community and promote the responsible and safe use of resources. Cooperation and adherence to this Policy is a condition of access to the aforementioned resources. Violation of this Acceptable Use Policy will result in disciplinary action and may have significant legal consequences.

#### ACCEPTABLE AND UNACCEPTABLE USE

The Internet offers the capability for students and staff to access and share information on a global scale. The scholarly use of the Internet can provide our students and staff with a world-wide, diverse array of resources.

However, while the Internet is an exciting resource tool, users must be aware that there are services and information available through the Internet that could be offensive and unsuitable for certain groups of users.

**School personnel will use the following practices and precautions to ensure that the use of technology is a safe, productive, and educationally rewarding experience:**

1. Students will be given permission to access the Internet for teacher-sponsored activities only. Internet sites providing valuable educational content will be chosen by the teacher. The only chat room, discussion groups or social networking sites will be through private sites sponsored by the teacher, and involving authorized participants only. All other access to such sites is strictly forbidden. Email sent and received by students will be strictly for teacher-sponsored activities, with teacher-authorized senders and recipients. All other email and messaging services are forbidden to be used by students. All personal identification for students in such direct electronic communications shall not include their names or personal references, but shall be non-descriptive identifiers such as numbers.
2. If and when the Internet is used in real time, content filtering software will be utilized for blocking subjects, words or images that are deemed inappropriate.
3. Students will be instructed in the proper use of the Internet and practices that will limit inadvertent access to inappropriate information and will help them develop skills in evaluating sources of information, whether on-line, on TV or in hardcopy. Because students can link to sites other than those suggested and because diocesan teachers can not be expected to monitor student use of the Internet at every moment, individuals must assume responsibility for their own appropriate use of the Internet according to this Policy.

### **Users agree to the following practices to ensure personal safety and well-being:**

1. The student agrees that all information transmitted through the use of technology resources (e-mail, web page publication, and Internet postings) will be sent or received only under the direct, immediate supervision of the sponsoring school staff member and with the explicit permission of that staff member.
2. The user agrees never to transmit personal information (name, age, gender, photo, address, phone number, e-mail address, credit/debit card information and the like) of himself or herself as well as that of any other person.
3. The student agrees never to arrange for a meeting with any person at any time using the school's technology resources. Student users will not agree to meet with someone they have met online without their parents' full approval and participation.
4. The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

### **Users agree to the following statements regarding illegal/unauthorized activities and system security:**

1. The user agrees to access only the Internet and network resources, software and/or hardware provided expressly by the school for educational purposes.
2. The user agrees not to connect or add any network-capable hardware to school network e.g. laptops, tablets.
3. The user agrees not to access cellular phones, Personal Digital Assistants (PDAs) or other such devices during school hours.
4. The user agrees to follow the procedures and best practices recommended by the teacher or system administrator. These procedures and practices may address respect for the resource limits of the School, personal safety issues, and/or access to appropriate materials.
5. The user agrees never to trespass into another user's folders or files.
6. The user agrees never to use another user's password or account or provide personal user information to anyone. This includes all network and student information system account IDs. The student user additionally agrees not to change passwords without permission of the system administrator.
7. The user agrees never to use the network in such a way that would disrupt the use of the network by others. Disruptions include, but are not limited to: distributions of unsolicited advertising; propagation of viruses; use of the network to make unauthorized entry to any other machine accessible via the network; posting information that if acted upon could cause damage, danger, or school or system disruption; attempting to log in through another person's account; and sending unnecessary messages to a large number of people (spamming). Security on any computer system is a high priority, especially when the system involves many users.
8. The user agrees never to tamper with or vandalize the property of the school or other user including: equipment; cabling and other infrastructure; any security system that protects the school's computer resources; and data. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, the school, our network, or any other network.
9. The user agrees to respect another's email by never tampering with, interfering with, or intercepting it. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U. S. Postal Service.
10. The user agrees never to use the school's computer resources to gain unauthorized access to another computer network (hacking).
11. The user agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's computer network. This includes the unauthorized installation of software or plug-in screen savers from the Internet, a floppy disk, CD-ROM, or other media. The network or technology resource administrator must approve staff members' resources.
12. The user agrees never to place a diskette or removable storage device in any computer without prior permission from the computer resource administrator or their designee. All diskettes and storage devices not originating and being stored strictly within the school must be examined by a virus-scanning program before being placed into any computer.
13. The user agrees never to use or respond to inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language.
14. The user agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.

15. The user agrees never to harass another person by use of any of the school's resources, Personal communication devices (e.g. PDAs, cell phones, and smart phones). Harassment is defined as any action that distresses or annoys another person. The user agrees to stop immediately any and all behavior that is construed by another as unwelcome.
16. We support the Child Internet Protection Agency (CIPA) requirements by actively using the iSafe Internet Safety program at all of our schools.
17. The user agrees never to access, possess, transmit, retransmit or respond to material which promotes violence or discrimination or advocates destruction of property, including, but not limited to, access to information concerning the manufacture of destructive devices, such as explosives, fireworks, smoke bombs, incendiary devices, and the like.
18. The user agrees never to access, possess, transmit, retransmit or respond to any information containing sexually oriented material, which means any pictures or writings that are intended to stimulate erotic feelings by the description or portrayal of sexual activity or nude human form.
19. The user agrees never to use technology resources to engage in any illegal, criminal activity or any behavior which is morally inappropriate and/or violates Catholic doctrinal or moral teaching. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities.
20. The user agrees never to use the network for making purchases, commercial sales, multilevel marketing, gambling, sweepstakes, chain letters, or similar unauthorized purposes. On-line games may only be accessed for educational purposes with the consent of the user's teacher.
21. The user agrees to never access the network for political lobbying, although it may be used, with the permission of the principal, to communicate with elected representatives to express opinions on political issues.
22. The user agrees never to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.
23. The user agrees to respect the right of intellectual property of other people and to respect all copyright laws. Students agree that if they are unsure whether copyright law is being respected, they will bring this question immediately to the attention of a staff member.

**Users agree to the following statements regarding the use of new Web 2.0 tools:**

Online communication is critical to our students' learning of 21st century skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. Again, as educators, our primary responsibility to students is their safety. Hence, expectations for classroom blogging, using wikis, sharing music or sound files, sharing visual media, posting messages, participating in virtual worlds, and playing interactive games must follow all established Internet safety guidelines.

1. The use of blogs, podcasts or other web 2.0 tools are considered an extension of your classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
2. Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
3. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
4. Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to a separate personal blog, commenting on someone else's blog, etc.), the account should be treated the same as a school blog and follow these guidelines. Comments **or visuals posted** on blogs will be monitored and - if they are inappropriate – deleted.
5. Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.

6. Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blogspaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
7. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.
8. Social networking sites (e.g. Facebook, MySpace) and chat rooms, as previously stated on page two, point number one, are not allowable in an educational, school environment.

## Privileges and Enforcement

The use of electronic networks and technology is a privilege, not a right. Access is given to users who agree to the terms of this Acceptable Use Policy Agreement. Inappropriate use or a violation of this agreement may result in the user's access privilege being denied, revoked, or suspended. Misuse may also subject the user to further disciplinary action as deemed necessary by the Administration. Any violation of federal, state or local laws will be reported to the appropriate agencies. A user found in violation of this policy will be subject to discipline including, but not limited to, temporary removal from the school's network, permanent removal from the network, or other appropriate disciplinary action in accord with the rules and regulations of the school, including suspension or termination. The Diocese of Greensburg maintains the right to confiscate and search any personal electronic devices found on school premise or used during school hours.

There is no absolute right to Freedom of Speech when using the school's technology resources and/or personal technology devices, which are viewed by the administration as a limited educational forum. All electronic mail communications remain corporate property. The Diocese of Greensburg reserves the right for its authorized representatives as specified, with written approval from the Vicar General, to access, use and disclose the contents of electronic mail files for legitimate business purposes, including response to legal processes in any matter consistent with state and federal law, without the permission of the user. It is a violation of this policy for any employee of the Diocese of Greensburg, including management, to access the mail files of users to satisfy personal curiosity without a legitimate business need.

Because of resource limits and to avoid distraction and disruption to self and others, users will use the technology resources for their school or professional work only during regular school hours and/or scheduled school activities. Any other use must be approved by the School administration. All access to the school's technology resources by students will be permitted only under supervision of a member of the school staff.

Outside of school, parents, guardians, and families bear responsibility for guiding students toward appropriate materials found through information sources such as the Internet, television, telephones, PDAs and other media. A student, instructed by a parent or guardian about accessing additional materials they feel are inappropriate, is expected to follow the parent's wishes in this matter.

## Privacy

There is no absolute Right to Privacy when using the school's technology resources. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. School administration, faculty, and other authorized persons will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. This right is extended to the student's parents and/or legal guardian in accord with the school's policy for review of student records and/or work. Users should not expect that files will be private.

## Liability

The Divine Redeemer School and its employees will not be held responsible for the actions of a user who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss or unavailability of data or interruptions of service,

violations of copyright restrictions, the accuracy or quality of information obtained through the school's system, or any liability, damages, or financial obligations arising through the unauthorized use of the school's and/or personal technology resources.

## Warranties

The Divine Redeemer School makes no warranties of any kind, whether expressed or implied, for the service we are providing.

- The School will not be responsible for the accuracy, quality, or usefulness of information obtained through network connections.
- The School will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- The school will limit individual user network storage/disk space specific to the needs/responsibilities of the user.
- The School and the Diocese will not be responsible for the contents of any web site bearing their name(s) unless the web page has been authorized by the Administration of the School and/or the Diocese.
- The School administration reserves the right to establish rules and regulations regarding the use of the system.

We are attempting 100% participation in this Parent Technology Survey in order to more effectively communicate, use technology resources that are more relevant to children and increase student learning. Lastly, we want to be sure that you are aware of the technology that we are providing.

### Parent Technology Survey

1. Printed Name of Student:

2. Please select your child's grade/level:

- |                                       |                             |
|---------------------------------------|-----------------------------|
| <input type="checkbox"/> Pre-K        | <input type="checkbox"/> 6  |
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> 7  |
| <input type="checkbox"/> 1            | <input type="checkbox"/> 8  |
| <input type="checkbox"/> 2            | <input type="checkbox"/> 9  |
| <input type="checkbox"/> 3            | <input type="checkbox"/> 10 |
| <input type="checkbox"/> 4            | <input type="checkbox"/> 11 |
| <input type="checkbox"/> 5            | <input type="checkbox"/> 12 |

3. I have a home computer.

- Yes  
 No

4. My student is allowed to use our home computer for school related activities and/or homework.

- Yes  
 No

5. What kind of Internet access do you have in your home?

- Dial-Up  
 Cable Modem  
 DSL (through your phone company)  
 No access

6. Does your student have a personal e-mail account?

- Yes  
 No

7. Do you have a personal e-mail account?

- Yes  
 No

8. Do you have a work e-mail account where you could receive school related information?

- Yes  
 No

9. My student owns the following technology: (Please select all that apply.)

- Cell Phones - Calling  
 Cell Phones - Text Messaging  
 Smart Phones (e.g. iPhone, Android based)  
 iPod touch  
 iPod generation 3 (can create videos & listen to radio)  
 iPod/MP3 Player  
 Digital Cameras  
 Digital Camcorders  
 Netbooks, laptops, tablets

10. My student uses the following school resources from home:

- Discovery Education
- iSafe
- PowerSchool
- Study Island
- PA-PowerLibrary

11. I prefer to be contacted by my child's teacher/s about his/her progress via (Check all that apply):

- E-mail
- Phone
- Letters/Reports etc. mailed home
- I prefer to keep track of my child(ren's) grades/progress using the ParentPortal.

12. I am aware of the Diocesan website: (<http://www.dioceseofgreensburg.org>)

- Yes
- No

**<SCHOOL> TECHNOLOGY RESOURCE AND COMMUNICATION SYSTEM**

Child's Full Name (please print) \_\_\_\_\_

**PARENT/GUARDIAN PERMISSION  
TO ACTIVATE USER PRIVILEGES**

I certify that I have read the terms and conditions in the <SCHOOL> Acceptable Use Policy Agreement and discussed them with my child. I understand that access to the Internet, technology and communication systems are designed for educational and safety purposes and that my child has agreed to abide by the School's usage rules. I understand that my child has responsibility for his or her actions in regard to the use of technology resources and recognize my responsibility for governing and guiding access and use both inside and outside of the school setting. I also understand the consequences, as stated in the policy, for inappropriate actions or behaviors. I recognize that it is impossible for the School to restrict access to all controversial materials and I will not hold the School, Diocese or school personnel responsible for material acquired or viewed through technology resources. I hereby give my permission to activate any school technology privileges for my child.

Parent/Guardian's Full Name (please print) \_\_\_\_\_

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

**PARENT / GUARDIAN PERMISSION  
FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK AND **STUDENT PHOTOGRAPH****

I understand that my child's work may be published on the World Wide Web, part of the Internet. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to me as parent/guardian. I understand the school and the faculty will be the contacts for the work published and that the school's address, telephone, and email address appear on the school's web site. I understand that I have the option for my child's individual picture to not be published on the school web site. This is not inclusive of any group, class, or school production photos utilized on the web site or by members of the media.

I understand that if at any time I *do not* wish to have my child's individual photo published on the school web site, I will submit written notification, including the date, child's name, and grade to the school principal.

Parent/Guardian's Full Name (please print) \_\_\_\_\_

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

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Office use

Date Received \_\_\_\_\_

Authorized By \_\_\_\_\_

**<SCHOOL>  
STUDENT CODE OF COMPUTER CONDUCT**

When using the school's computer system I promise:

- To follow all directions and rules given by the teacher and established by my school
- Never to trespass into, copy, change or delete another person's files without the owner's permission
- Never to use another person's computer account or allow another to use my account by sharing my password
- Never to send material (e-mail or other Internet postings) except under the direct supervision of my teacher
- Never to give out any personal information (name, address, phone, photo, e-mail, gender, credit card, etc.) about myself or another person
- Never to try to set up or accept an invitation to a meeting with anyone
- Always to be respectful of people and the network, equipment, and materials I use
- Never to tamper with, intercept, interfere with or vandalize the property/correspondence of the school or other user
- Never to use software or hardware that I do not have permission to use
- Never to try to get into another computer that I am not allowed access to (hacking)
- Never to install software or other programs without the permission of my teacher or principal
- Never to download or upload any material without my teacher or principal's permission
- Never to use a diskette in school that was used outside of school without a teacher scanning it for viruses and approving it for my use
- Never to access, possess or transmit materials which are obscene or refer to sexual conduct
- Never to access, possess or transmit violent material or material that advocates destruction
- Never to harass or annoy anyone
- Never to access, possess or transmit discriminatory material (racist, sexist, or discriminatory)
- Never to respond to any material sent that is inappropriate in any of these ways
- Never to participate in illegal or immoral activities (including the spread of computer viruses)
- Never to buy or sell anything on-line
- Never to play games without the consent of the teacher
- Never to plagiarize (treat other people's words or ideas as my own)
- Never to copy another person's work illegally or use their work like it is my own
- Never to do or say anything using the computer that I could not do or say in my teacher's or parent's presence

I understand:

- That I may only use the school's computer system for educational purposes
- That the school may limit my access to materials on the system
- That my teachers, principal, parents (guardians), or other authorized people may see anything I save, access, transmit, or use at any time.
- That I will tell my teacher, principal, or other authorized person when I have seen any pornographic, violent, or discriminatory material.
- That I will tell my teacher, principal, or other authorized person when I have been asked for a meeting or personal information.
- If I violate any of these rules, I will face disciplinary action. This action may include removal from the system temporarily or permanently. I also realize that I may face more serious consequences depending on the seriousness of my offense, including suspension or termination from school and paying for repair or replacement costs resulting from my actions, or in criminal cases legal prosecution.

I have read, understand, and agree to follow this student code of computer conduct,

Student's Name (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

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

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**<SCHOOL>**

**PARENT/GUARDIAN'S PLEDGE**

1. I will get to know the services and web sites my child uses. If I don't know how to use them, I'll get my child to show me how.
2. I will use the parent portal to access information only about my child/children. I will not share account information with others, nor will I attempt to access other student's accounts.
3. I will set reasonable rules and guidelines for computer/technology use with my children and will discuss these rules and post them near the computer as a reminder. I will monitor compliance with these rules, especially when it comes to the amount of time my child spends on the computer/technology device.
4. I will not overreact if my child tells me about a problem he or she is having on the Internet/digital communication. Instead, we'll work together to try to solve the problem and prevent it from happening again.
5. I promise not to use a PC, the Internet, and/or other electronic device as an electronic babysitter.
6. I will help make the Internet a family activity and ask my child to help plan family events using the Internet.
7. I will try to get to know my child's "online friends" just as I try to get to know his or her other friends.

I agree to the above. In addition, I will help my child follow their pledge and will allow reasonable use of the Internet/technology as long as these rules and other family rules are followed.

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

**CHILD'S PLEDGE**

1. I will not give out personal information such as my home address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.
2. I will tell my parents immediately if any information/comments make me feel uncomfortable.
3. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place and bring my mother or father along.
4. I will never send a person my picture or anything else without first checking with my parents.
5. I will not respond to any messages that are mean or in any way make me or others feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my parents right away so that they can contact the service provider and/or appropriate authorities.
6. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online, and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
7. I will not give out my Internet password to anyone (even my best friends) other than my parents.
8. I will be a good online citizen and not do anything that hurts other people or is against the law.

I agree to the above. I also understand that my parents have made their pledge and agree to help my parents explore the Internet with me.

Child's Signature: \_\_\_\_\_

Items one through six are adapted from the brochure Child Safety on the Information Highway by Lawrence J. Magid. Copyright 1994 and 1998 by the National Center for Missing and Exploited Children. *Used with Permission from SafeKids.Com*

**Internet and Email Form of Understanding  
Web Publishing of Faculty/Staff Work Permission Form**

**Faculty / Staff Form of Understanding**

## For Internet Access and Use of Electronic Mail

I have read and understand the information about appropriate use of the computer network with Internet access and electronic mail communication at <School>. I understand that this form will be kept on file at school. I understand the risks and benefits of Internet access. I understand that I have a responsibility to prepare, evaluate, and preview Internet sites and activities that I recommend to students or use within my classroom. I appreciate the unpredictability of Internet use and realize I must outline/emphasize/enforce proper procedures for Internet searches and accessing Internet sites through URL addresses. I also understand the rules governing my use as well as students' use of electronic mail and so my role in reading the messages to be sent and those received. I accept my responsibility for governing and guiding Internet access.

I understand that protecting network, email and student information system (SIS) passwords is critical to system security and student privacy. I accept responsibility for protecting my passwords at all times, regardless of the location from which I access these systems. I understand that I am not to share my password with anyone, including my supervisor. I will not allow others to access systems through my account. I understand that failure to protect my passwords and accounts can result in loss of access to systems from outside of the school building as well as further disciplinary action.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

## Faculty / Staff Permission Form For World Wide Web Publishing of Work

I understand that my work may be published on the World Wide Web, a part of the Internet. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to me. No home address or telephone numbers will appear with such work. I understand the school and other faculty will be the contacts for the work published and that the school's address, telephone, and email address appear on the school's web site.

I grant permission for the World Wide Web publishing of my work.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_