

## Diocesan Office of Catholic Schools Technology Acceptable Use Policy

***Please read this document carefully before signing.***

Catholic schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

### **TERMS AND CONDITIONS FOR INTERNET ACCESS AND USE:**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students and school employees exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

### **Acceptable Use of the Internet:**

Students and school employees are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students and school employees are expected to abide by the generally accepted rules of network etiquette:

Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see. Should students or school employees encounter such material by accident, they should report it to their teacher or administrator immediately.

Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access listservs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.

Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.

- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced.

- Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.

### **Consequences for Inappropriate Use of the Internet:**

Since internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.

### **Consequences for Inappropriate Use of Networks or Technology Equipment:**

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources by students, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of access to diocesan technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of diocesan or school equipment.

### **Consequences of Misuse or Abuse of These Resources by Employees:**

School employees are responsible to read and be knowledgeable of the Technology Acceptable Use Policy. School employees are aware that the Diocesan computer systems and technology resources are intended for educational purposes. School employees understand that it is difficult to restrict access to all controversial materials and will not hold the diocese responsible for materials acquired on the network.

### **Conclusion:**

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner. The diocese makes no guarantee that the functions or the services provided by or through the diocesan system will be error-free or without defect. The diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The diocese is not responsible for the accuracy or quality of the information attained through or

stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

## **Technology/ Chromebook Specific Acceptable Use Policy St. Pius X School**

Students and Parents,

Please read this entire document carefully before signing, as your signature indicates you agree to abide by its terms. **When finished, please access your Digital Academy account for signing.**

The Diocese of Columbus, and St. Pius X School, have implemented technology resources and devices such as chromebooks, ipads, ipods, and laptops that allow unprecedented educational opportunities for students and staff to communicate, collaborate, learn, and demonstrate learning. These resources and devices are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

### **Terms and Conditions for Technology and Internet Access and Use:**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Office of Catholic Schools. While some materials accessible via the Internet may contain information that is inappropriate or inaccurate, the Office of Catholic Schools believes that the benefits to students and school employees exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

Students and school employees are responsible for appropriate behavior when using the internet, just as they are in a classroom or hallway. Students and school employees are expected to abide by the generally accepted rules of network etiquette:

- Do not damage chromebooks, computers, or technology resources. This includes unplugging or altering equipment without permission.
- Students should never touch chromebooks that do not belong to them.
- Do not view, send, or access abusive, obscene or harassing materials. A good rule to follow is to never view, send or access materials which you would not want your teachers or parents to see. Should students encounter such material by accident, they should report it to their teacher or administrator immediately.
- Do not give out any personal information including names, addresses, phone numbers, user names, passwords, or any other information pertaining to themselves or any other person without appropriate staff approval.
- Do not download or install any software or apps without permission from a teacher or administrator.
- Do not use the Internet in any way which disrupts the service or its operation for others.
- Copyright laws must be respected. Materials accessed through the Internet must be properly cited when referenced.
- Do not copy other people's work, or intrude into other people's files.
- Do not share documents, slides, sheets, etc. without permission from a teacher.

- Access to SPX email is required, but home/personal email should not be used at school.
- Do not attempt to gain unauthorized or illegal access to technology resources, or go beyond your authorized access by entering another person's profile or accessing another person's files.
- Students will be advised of websites approved for use and times when it is appropriate to do so. Students must refrain from accessing games/sites not on the approved list, or at times deemed inappropriate by the teacher.
- Students are responsible for carefully plugging in their own chromebook for charging overnight and retrieving their own chromebook each morning.
- Do not create or willfully disseminate computer viruses.

### **Consequences for Inappropriate Use of Technology:**

Since technology access is a privilege and not a right, users have the responsibility to use resources in an appropriate manner. Consequences of misuse or abuse of the Internet or technology resources/devices depend upon the severity of the situation and may include one or more of the following:

- Loss of privilege of internet and/or technology access for a length of time determined by teachers and administration.
- Notification of parents and administrators by phone, email, or personal conference.
- Behavior report, after school detention, suspension, or expulsion.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of diocesan or school equipment.

### **Damaged Equipment:**

Careful use of the Chromebook and case will help prevent damage.

- Please do not stack heavy books on top of the case.
- Use care when plugging and unplugging chromebooks from the charging cart.
- Always zip the case closed and carry the chromebook case carefully by the handles.
- Do not close anything between the screen and the keyboard (earbuds, ear bud cords, mouse, USB drive, fingers, etc.)
- Do not store any items in the Chromebook case.
- Do not write on or decorate the Chromebook case.

Deliberate or reckless damage to a chromebook/case/any technology device must be paid for before the student will have access to a Chromebook/technology. The cost of repair is determined by the school. Once paid for, the school will have the chromebook repaired and return it to the student when it is deemed appropriate. Students will be provided paper-and-pencil resources until the cost of repair is paid and the device is repaired.

**Usage Fee:** Please send \$35.00 non-refundable fee per student (check made out to St. Pius X School) for Chromebook use, maintenance, and access. Please send the check for the technology fee in an envelope labeled with your family name and the words: "Technology Fee.". This fee is mandatory to ensure our Chromebooks are updated and well maintained, and it also assists with the purchase of the multitude of digital products used by students. Thank you for your continued support! This fee will be due by September 28, 2020.

**Your student/s will receive their chromebook only after you and your student/s sign off on this form in Digital Academy.**



**Signature Section:**

Both student and parent or legal guardian must sign below. Parental or legal guardian signatures indicate you are granting permission for your child to have access to all District technology resources available for student use.

**Student Signature:**

I have read the Technology Acceptable Use Policy, and I agree to follow the rules contained in this policy. I understand the consequences if I choose to violate any of the rules.

Student Name (print): \_\_\_\_\_ Grade: \_\_\_\_\_ Room: \_\_\_\_\_

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

**Parent/Guardian Signature:**

As the parent or legal guardian of the student signing above, I have read this Technology Acceptable Use Policy, and grant permission for my child to access the Diocesan Office of Catholic Schools computer systems and technology resources. I understand that my child will be held liable for violations of this agreement. I understand that the Diocesan computer systems and technology resources are intended for educational purposes. I also understand that it is difficult for my child's school to restrict access to all controversial sites and materials, and I will not hold the School or Diocese responsible for materials acquired on the network.

Parent/Guardian  
Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian  
Signature: \_\_\_\_\_