

ACCEPTABLE USE POLICY FOR TECHNOLOGY

Catholic schools in the Diocese of Wheeling-Charleston make every effort to provide a safe environment for teaching and learning with technology. The use of technology by students, faculty and staff is a privilege not a right. The students, faculty, staff and entire school community are granted the privilege of using the hardware and software, peripherals, technology device and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below. It should be understood that the use of these technologies will be monitored by the school administration and should not be confused with private home use. The guidelines provided in this document outline the responsibilities that are associated with the use of technology. There is no expectation of privacy for use of Diocesan technology and the Diocese reserves the right to monitor all electronic communications and devices to insure that activity is consistent with these policies.

TECHNOLOGY USE GUIDELINES

- **Educational Purpose/Appropriate Use:** The use of all technology including Internet access at schools for all faculty, staff, and students is provided solely for educational purposes to enhance teaching and learning. Students are not permitted to access social networking sites, gaming sites or other inappropriate sites, except for educational purposes under teacher supervision.
- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with federal copyright laws. Reproducing copyrighted material without express permission of the owner is a violation of Federal Law.
- **Communications:** Electronic and /or Digital communications with students should be conducted for educationally appropriate purposes and employed only on school sanctioned means of communication. School sanctioned communications methods include, but are not limited to: school web pages, school email, school phone numbers, and educationally focused networking sites.
- **Electronic and Mobile Devices:** Use of any technology device in our schools must have an educational focus. Users must adhere to local school policy regarding the use of electronic devices including, but not limited to, mobile devices, calculators, gaming devices, cellular phones, i-Pods of all kinds, PSPs, MP3 players, iPads, digital and video cameras, etc. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.
- **Online Publishing:** Users are not permitted to use a photograph, image, video or likeness of any student, or employee without the express permission of that individual and of the principal. Users must not use school equipment to create any site, including wikis and blogs, without express permission of the principal. Maintaining or posting material to a Web site that threatens a likelihood of substantial disruption in school,

including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to disciplinary action.

- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Administrative Rights:** The school has the right to monitor students, faculty/staff, and volunteers' use of school technology and all content accessed through technology.

All electronic devices brought to school are to be **turned off**. Students' cell phones must be turned off and placed in a location designated by the teacher at the beginning of the school day. Students are not to have access to their cell phones until he/she is preparing to be dismissed at the end of the school day. SS Peter & Paul School is not responsible for the damage or loss of cell phones.

Students, who carry an electronic device or have one out in school, whether it is turned on or off, will have the device confiscated and given to the principal unless the device is being used for an approved guided curricular activity.

Any device that is confiscated will not be released to the student but shall only be released to the parent/guardian of the student.

Failure of any student to sign the Acceptable Use Policy, and/or commit repeated offenses of the Technology Policy, will prohibit a student to possess or use any electronic device on school property.

As communication devices will continue to be an integral part of education, teachers are encouraged to incorporate such devices into the curriculum for purposes of instruction and learning if permission from the administration is granted.

- **Policy on Cyberbullying, Sexting, Texting and Social Networks**

Students involved in possession or transmission of inappropriate photos and/or texts on their cell phones or other electronic devices will face disciplinary actions that may include detention, suspension and/or expulsion.

SS Peter & Paul School strives to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously, in jest, or online) will face disciplinary action that may include detention, suspension and/or expulsion.

All students at SS Peter & Paul School (K-12) are required by the diocese to sign an Acceptable Use Policy for each school year. In terms of social networking, blogs and any online publishing the following guidelines are in place:

1. The official school logo and name are not permitted to be used on any personal online sources without written permission from the principal.

2. The publishing of disparaging and /or defamatory comments about the school or anyone in the school community is not permitted.
3. Engagement in online activities, such as, but not limited to Snap Chat Facebook, Twitter, Instagram, etc., may result in disciplinary action if the content of student or parent's blogs includes defamatory comments regarding the school, the faculty, other students, or the parish.

SS Peter & Paul Catholic School Technology Acceptable Use Policy

Student:

I understand that when I am using the Internet or any technology device, I must follow all rules of courtesy, etiquette, and proper use of technology. I understand my responsibility as a student user. I have read the above rules and realize that any infraction may cancel my user privileges and may result in further disciplinary action. I understand I have no expectation of privacy in the use of school based technology.

My signature below and that of my parent(s) or guardian(s) means that I agree to follow the guidelines of the Acceptable Use Policy for Technology for the Catholic Schools in the Diocese of Wheeling-Charleston.

If you have more than one student attending SSPP you may add all to this list.

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____

Student's Signature: _____

Parent or Guardian:

We ask that you review this policy with your child and sign below.

As the parent/guardian of _____

I have read the Acceptable Use Policy for Technology and have discussed this with my son/daughter. I understand that technology access is for educational purposes only and my son/daughter is responsible for its proper use. I understand that the teacher cannot be held responsible for intentional infractions of the above rules by my/son/daughter.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____