

# Acceptable Use Policy for Technology

## Purpose

Technology is a valuable and real world educational tool. Our school is committed to teach its students, faculty, administrators, staff, and school community to work and learn effectively with and ensure responsible use of technology. Types of technology, as well as a discussion of internal, external, and personal use are included in this policy. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers and community members allowed access to school technology resources.

## Scope of Use

The digital world allows access anywhere, anytime. The types of electronic and digital communications referenced in this policy include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, chat rooms, and instant messaging. Uses mentioned in this policy apply to internal school use and may, in certain instances, apply to personal technology use and/or uses outside of school. Where personal external uses of technology threaten to substantially disrupt the school environment, activities and/or relationships, these uses may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measures found herein.

## Responsibilities of User

Our school will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. Part of this effort includes an annual mandatory training, given by J.E. Cosgriff Memorial Catholic School, for parents and students about safety on, and acceptable uses of, technology. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. Access is provided primarily for education and District business. Staff may use the Internet for incidental personal use during duty-free time. With this privilege comes the responsibility for appropriate use. Below are the conditions we embrace as appropriate and inappropriate behavior for digital citizens.

## Acceptable Uses

- **Respect One's Self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people.
- **Protect One's Self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc., so as to avoid plagiarism.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

## Unacceptable Uses

- Users must not use technology to harass, threaten, deceive, intimidate, offend, embarrass, or intentionally annoy any individual.
- Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually-oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Users must not attempt to circumvent system security, use another individual's password, or impersonate another user.
- Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Users must not violate license agreements, copy disks, CD-ROMs, or other protected media.
- Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Users must not breach confidentiality obligations of school or system employees.
- Users must not harm the goodwill and reputation of the school or system in the community.

- Users must not transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

### Administrative Rights

The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, J.E. Cosgriff Memorial Catholic School reserves the right to amend or add to this policy at any time without prior notice.

### Personal Use of Social Media

Social media includes, but is not limited to, Facebook, Twitter, YouTube, and MySpace. “Friending” of current students by teachers and vice versa is forbidden on a **teacher’s personal social networking site**. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

### Communications

Electronic and/or digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include:

- Teacher school web pages, wikis or LMS sites, including, but not limited to, Moodle or Teacher Web.
- Teacher school email addresses.
- Teacher school phone numbers (personal number may be given at teacher’s discretion)
- Teacher created, educationally-focused networking sites.
- No employee or volunteer is permitted to 1-on-1 SMS/text message any student and, likewise, no student is permitted to 1- on-1 SMS/text message any employee or volunteer.

**Electronic and mobile devices, cellphones:** Users must adhere to school policy that may further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purposes, the school Administration and/or teacher will provide parameters for this use (example: an SMS/text connected Twitter feed for a course, club or sport).

### Policy Violations

Violation of the above rules will be dealt with by the administration of J.E. Cosgriff Memorial Catholic School. Violation of these rules may result in any or all of the following, and be subject to the discipline policy in the Student Handbook:

- Loss of use of the school network, computers and software, including Internet and dedicated school social site access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of referrals, in school and out of school suspension, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

I, \_\_\_\_\_, on (date) \_\_\_\_\_ hereby release the J.E. Cosgriff Memorial Catholic School, its personnel and any of the institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child’s (or mine if employee or volunteer) use of, or inability to use the Internet and school authorized and sanctioned social sites, with J.E. Cosgriff Memorial Catholic School technology resources.

Parent Signature

Student Name(s)

(Please Print. List all children who attend Cosgriff)

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