

St. Anthony of Padua Parish Catholic School and Pre-School

Student Acceptable Use Policy 2018-2019

St. Anthony of Padua Parish Catholic School and Pre-School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating St. Anthony's students and setting standards which will serve to protect the school.

We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages. All users are expected to use the technology available at St. Anthony of Padua Parish Catholic School and Pre-School in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs.

Technology

Technology includes but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computers, hardware and peripherals; software including operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet- or school-server based); school provided Internet access; and new technologies as they become available.

Inappropriate Use

Users are expected to be appropriately responsible for and use technology to which they have access. Actions considered inappropriate are prohibited and will result in revocation of the student's access to the computer/network/Internet.

- Inappropriate use includes, but is not limited to: those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.
- Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology such as email, social networking, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Student Expectations

Students must:

- 1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
- 2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Refrain from accessing the network with personal devices without approval of school administration.
 - f. Abstain from overriding the Internet content filtering system.
- 3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).

- b. Avoid plagiarism.
- 4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomforting materials (cyber bullying) to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

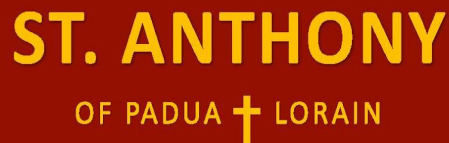
Supervision and Monitoring

School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Agreement form:

In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at St. Anthony of Padua Parish Catholic School and Pre-School before Internet and other technology access is permitted.

Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy. The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.



Electronic Device Policy

USER AGREEMENT / PARENT PERMISSION FORM

Students in grades K-8

1. PURPOSE

St. Anthony of Padua Parish School is committed to using available technology to communicate with and educate members of the school community. St. Anthony of Padua Parish School recognizes an expanding reliance on computers among students, faculty, staff, and administration due to the convenience, speed, cost-effectiveness, and environmental advantages it provides.

Once the St. Anthony of Padua Parish School Student-Parent Electronic Device Policy is returned and approved, St. Anthony of Padua Parish School will provide the 6th-8th grade student with a mobile computing device. The following policy will define the proper use of the Chromebooks.

2. ENROLLMENT

Enrollment in the St. Anthony of Padua Parish School Electronic Device Program is mandatory.

3. APPLICABILITY OF OTHER SCHOOL POLICIES & RULES

St. Anthony of Padua Parish School only authorizes the use of its device in a manner consistent with established instructional, research, and administrative objectives of the school.

4. OWNERSHIP

While students are enrolled at St. Anthony of Padua Parish School, devices issued through the St. Anthony of Padua Parish School Electronic Device Program are the property of St. Anthony of Padua Parish School.

Should the student break, lose, or have his/her Chromebook or iPad stolen, he/she is liable for the replacement cost of the device. Students have no ownership, interest, or right to title in the device.

5. ACCEPTABLE USE

a) St. Anthony of Padua Parish School authorizes use of the device in a manner that supports its mission. Personal use is permissible so long as, in the determination of St. Anthony of Padua Parish School, it does not interfere with the school's mission or preempt normal business and education activity, does not impede student productivity, does not interfere with or negatively impact any other person's or entity's rights and work and/or learning environment, and does not conflict with any rule or Law.

i) Notwithstanding the above described permissible personal uses, St. Anthony of Padua Parish School devices are not to be used for personal profit or nonprofit purposes such as advertising, rental, selling or buying things, soliciting for charity, or other such uses.

ii) A nonexclusive example of illegal activity for which the devices may not be used is transmission or storage of copyright materials not in the name of the student or school.

b) Students must handle the device with care.

c) Students must use their device at school every day and keep it fully charged.

d) Students must not use device or computer programs in any manner other than that for which it was intended.

e) Students must not intentionally modify network configuration files or otherwise interfere with the functioning of St. Anthony of Padua Parish School technology.

f) Students must not intentionally transmit viruses and other such malicious computer programs via any St. Anthony of Padua Parish School devices.

g) The device will be treated in a similar manner as other district-owned educational tools such as textbooks. Therefore, all St. Anthony of Padua Parish School policies, rules, handbooks, contracts, and directives, including disciplinary measures, apply to the use of devices.

- h) Loss or theft of device must be reported to the school by completing the St. Anthony of Padua Parish School Lost/Stolen Device Reporting Form and submitting a copy of the police report by the first subsequent business day following the loss or theft. It is the family's responsibility to report theft to the local police department.
- i) Students must not modify, upgrade, or attempt to repair the device issued under the policy without the express permission of St. Anthony of Padua Parish School.

6. REPORTING UNACCEPTABLE USE

Students are responsible for maintaining the integrity of the St. Anthony of Padua Parish School Chromebook Program and reporting any violations of this policy.

7. LIABILITY

- a) Students are responsible for all material sent by and/or stored on the device loaned to them. Students accept responsibility for keeping the device free from all pornographic material, inappropriate files, or files that may compromise the integrity of St. Anthony of Padua Parish School's network, equipment, or Software.
- b) St. Anthony of Padua Parish School is not liable for any material sent to or stored on the device.

8. NO GUARANTEED CONTENT PRIVACY

- a) St. Anthony of Padua Parish School cannot guarantee that content stored on devices issued in accordance with this policy will be private. St. Anthony of Padua Parish School respects the rights of its students; however, the school is also responsible for servicing and protecting its property.
- b) St. Anthony of Padua Parish School reserves the right to monitor or access the hard drive and/or its devices if it suspects or is advised of possible breaches or security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exist which demonstrates to the school that its device may contain information, data, or other intellectual property that belongs to another person.

9. INSURANCE

St. Anthony of Padua Parish School does not provide insurance for devices loaned through the St. Anthony of Padua Parish School Electronic Device Program. Information regarding obtaining insurance from a third party is available.

10. RETURN OF THE DEVICE

Students will keep the device throughout the school year. If a student withdraws from school, the device must be promptly returned. If the device is not returned upon withdrawal, a fee equal to the depreciated cost of the device and all accessories will be billed to the student.

11. DISCIPLINARY MEASURES

- a) Noncompliance with the above St. Anthony of Padua Parish School Electronic Device Policy will result in the loss or restriction of device privileges. Repeated or severe infractions may result in the permanent termination of privileges. Possession of the device provided through the St. Anthony of Padua Parish School Electronic Device Program may be revoked at any time for infractions.
- b) Students may be required to make full financial restitution for any unauthorized expenses incurred or any damages caused.
- c) School administrators will determine violations of the St. Anthony of Padua Parish School Electronic Device Program and Policy.
- d) Students violating any part of this policy may face additional disciplinary action appropriate in keeping with the adopted disciplinary policies and guidelines of St. Anthony of Padua Parish School. Discipline may include legal action.

12. INDEMNIFICATION

By signing the St. Anthony of Padua Parish School Student-Parent Electronic Device Program Agreement, the student and his or her parent(s) or guardian(s) agree to reimburse and hold the school harmless from and against any and all liabilities, costs, collection costs, attorney fees, and other damages which arise out of or relate in any way to the use or failure to return the device and its software to St. Anthony of Padua Parish School in accordance with this policy. St. Anthony of Padua Parish School reserves the right to change this policy at any time.

ST. ANTHONY

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St. Anthony of Padua Parish Catholic School and Pre-School Student Acceptable Use Policy and Electronic Device Policy 2018-2019 Signature Page

USER AGREEMENT / PARENT PERMISSION FORM

Both Signatures Required

Student Signature Section:

- I have read the terms and conditions of the Student Acceptable Use Policy and Electronic Device Policy.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the Student Acceptable Use Policy and Electronic Device Policy.
- Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property.
- I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

Student Name (print) _____ Date _____

Student Signature _____

Grade _____

Parent/Guardian Signature Section:

As the parent or legal guardian of the student signing above, I have read this Student Acceptable Use Policy and grant permission for my child to access the St. Anthony of Padua Parish Catholic School and Pre-School information technology resources.

- I understand that my child will be held liable for violations of this agreement.
- I understand that St. Anthony of Padua Parish Catholic School and Pre-School information technology resources are intended for educational purposes.
- I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold St. Anthony of Padua Parish Catholic School and Pre-School responsible for materials acquired on the network.

Parent/Guardian Name (print) _____ Date _____

Parent/Guardian Signature _____