

## TECHNOLOGY ACCEPTABLE USE POLICY-STUDENTS

### Purpose

Technology is a valuable and important tool to improve student learning and enhance the academic curriculum taught at the school. ST. PIUS X / ST. LEO SCHOOL's objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruction in and outside of the classroom. All ST. PIUS X / ST. LEO SCHOOL employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of ST. PIUS X / ST. LEO SCHOOL's technology are outlined below.

### Technology and Network Resources

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of ST. PIUS X / ST. LEO SCHOOL's owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.), email, internet services, servers, software, network files and folders and all other technology-related equipment and services. These rules apply to any use of ST. PIUS X / ST. LEO SCHOOL's technology or network resources, whether this access occurs in school (live or virtual) or outside of school. Students are expected to use technology and network resources in accordance with this policy.

Access to the ST. PIUS X / ST. LEO SCHOOL wireless network WILL be restricted to ST. PIUS X / ST. LEO SCHOOL approved electronic devices from 7:30 a.m. to 5:00 p.m. on school days. It may also be restricted entirely or at certain additional times whenever deemed necessary. The use of personal electronic devices may be allowed in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

### Student Responsibilities and Acceptable Use

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with ST. PIUS X / ST. LEO SCHOOL's educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

1. All technology must be used to further the educational and religious mission of ST. PIUS X / ST. LEO SCHOOL, and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using ST. PIUS X / ST. LEO SCHOOL's network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information on the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.
5. Do not share passwords with any other person. ST. PIUS X / ST. LEO SCHOOL faculty and parents should be the only exceptions. If a student believes his or her password has been compromised, the student must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under a student's username and password.
7. With the exception of an Apple ID, students should always use his/her ST. PIUS X / ST. LEO SCHOOL email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between faculty and students **must** be made via ST. PIUS X / ST. LEO SCHOOL's internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website if the website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.

12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking his/her ST. PIUS X / ST. LEO SCHOOL email account and teachers' course pages to stay updated on information shared electronically by the school or his/her teachers.
14. All student files stored on the network may be deleted at the end of each school year.

### **Unacceptable Uses of Technology and Network Resources**

The use of technology and network resources must be consistent with the educational and religious objectives of ST. PIUS X / ST. LEO SCHOOL. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass ST. PIUS X / ST. LEO SCHOOL's content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, mass emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identity or the identity of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.
- To express profanity or any other inappropriate content online, including ST. PIUS X / ST. LEO SCHOOL's website, email program, social media or other internet sites.
- To share personal information or information about any student or faculty member to anyone via the Internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, game files or personal photos on ST. PIUS X / ST. LEO SCHOOL computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
- To utilize encryption or software to hide activity that violates ST. PIUS X / ST. LEO SCHOOL's Technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

### **Social Networking (Facebook, Twitter, Texting, Blogs etc.)**

Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, ST. PIUS X / ST. LEO SCHOOL reserves the right to take any disciplinary action it deems necessary to protect students and faculty. ST. PIUS X / ST. LEO SCHOOL encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content does not place any student at risk.

#### **Guidelines for social networking:**

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends, parents, teachers, future employers, or God to see.
- Follow ST. PIUS X / ST. LEO SCHOOL's code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in a respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate

- online.
- Be safe online. Never give out personal information, including, but not limited to, first and last names, phone numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone besides your teachers and parents.

### **No Expectation of Privacy**

ST. PIUS X / ST. LEO SCHOOL sets the terms and conditions of technology use. Students have no expectation of privacy or anonymity while using technology and network resources provided by ST. PIUS X / ST. LEO SCHOOL. All content created, sent, accessed or downloaded using any part of ST. PIUS X / ST. LEO SCHOOL's technology or network resources is subject to the rules stated in this policy. ST. PIUS X / ST. LEO SCHOOL reserves the right to monitor the network and examine or remove electronic files and/or materials whenever it deems necessary. Students should never assume that emails, files, or other content created or stored on ST. PIUS X / ST. LEO SCHOOL's network will be maintained as private or confidential. Should ST. PIUS X / ST. LEO SCHOOL determine there is a reasonable need to do so, it reserves the right to search students' personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

### **Disciplinary Action**

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action (up to and including suspension or expulsion). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Students who receive or learn of any harassing, threatening, or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or ST. PIUS X / ST. LEO SCHOOL's administration.

### **Access to Inappropriate Materials on the Internet/Disclaimer**

ST. PIUS X / ST. LEO SCHOOL currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof and ST. PIUS X / ST. LEO SCHOOL cannot entirely control what students may or may not locate on the internet. While ST. PIUS X / ST. LEO SCHOOL allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. ST. PIUS X / ST. LEO SCHOOL is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.

**STUDENT ACKNOWLEDGMENT OF TECHNOLOGY ACCEPTABLE USE POLICY**

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

Each student and his or her parent(s)/guardian(s) must receive the Technology Acceptable Use Policy and sign this authorization as a condition of continued enrollment. Students and parent(s)/guardian(s) need only sign this Authorization for Internet Access once while student is enrolled in the School.

*I have received, understand, and will abide by the Technology Acceptable Use Policy.*

Dated: \_\_\_\_\_  
Student

The following must also be signed by a Parent/Guardian if the student is under the age of 19.

*I have read the Technology Acceptable Use Policy and this Authorization for Internet access and understand and agree to the terms of that Policy. I understand that access to the Internet is designed for educational purposes and that the School prohibits the access of inappropriate materials, but that it is impossible for the School to restrict access to all controversial and inappropriate materials. I will hold harmless the School, its employees, and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child=s behalf, to the terms of the Technology Acceptable Use Policy; I affirm my child=s obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from my child=s compliance or non-compliance with that policy and/or Internet use. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the Internet while at school.*

Dated: \_\_\_\_\_  
Parent/Guardian