**RESPONSIBLE USE OF TECHNOLOGY**

**St. Timothy Catholic School**

GENERAL INFORMATION FOR USERS of TECHNOLOGY

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes. In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent/ guardian **annually** sign the attached Responsible Use of Technology Policy - User Agreement Form. The signed form must be on file at the school before Internet 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.

SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school’s technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person’s account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

USER RESPONSIBILTY CONTINUED

The user will be a responsible Digital Citizen by:

1. Respecting Yourself. I will show respect for myself through my actions. I will select online names, images, and avatars that are school appropriate. I will carefully consider what personal information about my life, experiences, experimentation, or relationships I post.

2. Protecting Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.

3. Respecting Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk other people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas. I will obtain permission from a faculty member before taking pictures, video, and/or audio media. I also understand that attempting to gain access to another’s account is prohibited. Especially egregious is attempting to gain access to a staff member’s account.

4. Protecting Others. I will protect others by reporting abuse and by not forwarding inappropriate materials or communications.

5. Respecting Intellectual Property. I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by fair use rules.

7. Protecting the Network. I will protect the network by not downloading or uploading files without the permission of the principal, teacher, or system administrator. I will not attempt to bypass any St. Timothy.org domain security. This includes but is not limited to deliberate bypassing of the firewall or content filtering or removal/bypassing of the Chromebook management system.

8. Personal Social Networking. Given that the lines between school and private are blurred in the digital world, I understand that content published by me on any social media, web2.0, or other internet sites which adversely affects the learning atmosphere inside Saint Timothy, will be subject to the same consequences as if it occurred within the St. Timothy Domain. I will not attempt to follow or contact a faculty member thru their private website or social networking site, while understanding that classroom or school based websites are completely acceptable and necessary for online curriculum. Also, in accordance with diocesan policy, I am required to use my St. Timothy School domain accounts **ONLY** to contact faculty.

9. Personal devices other than those issued and managed by St. Timothy School. I understand that I may bring in my personal cell phone, but **all personal electronics** are to be kept in my locker and **turned off** during the school day when classes are in session. **Users will not be permitted** to connect personal devices to our Wi-Fi network before, during, or after school.

10. Future Technologies. With the exponential growth of technology in today’s world, it is expected that new technologies find their way into the classroom almost daily. There is no way to predict what new technologies will be developed and implemented, nor how they will affect learning in the classroom. Therefore, for all future technologies and new uses for existing technologies, “acceptable use” will be at the sole discretion of St. Timothy Catholic School and its administrators.

CHROMEBOOKS

I understand that faculty and administration reserves the right to delete any material that is inappropriate for school or interferes with the instruction in classroom. I understand that St. Timothy School is not responsible for any data loss due to malfunction of the Chromebook. I understand the St. Timothy School Console Management System is not to be wiped. The Chromebooks are owned and managed by St. Timothy School. The users will not be negligent, destructive, or careless, while the Chromebook is in the users’ possession. Misuse or neglect of the Chromebook will not be tolerated and may result in the loss of user privilege.

PRIVACY

Given a valid reason, St. Timothy School administration may at any time and without notice to or consent from users, obtain access to all information, conveyed or stored anywhere within the St. Timothy School domain as defined above, even if the information has been password protected or encrypted. This includes but is not limited to Internet history and student email.

I understand that teachers, school administrators, and the technology department staff may use monitoring software that allows them to view the screens and activity on students’ Chromebooks or other school-owned devices during school hours or on personal devices accessing the St. Timothy School infrastructure.

DISCIPLINARY ACTION

The school may take disciplinary actions against students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

TECHNOLOGY POLICY

All Schools must have on file, a signed **Responsible Use of Technology Policy---User Agreement Form** for any student, faculty member, or administrator using a schools technology resources, school’s Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students are not allowed to access personal accounts from school. The school has the right to access **any** electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

**Responsible Use of Technology**

**St. Timothy School**

**USER AGREEMENT / PARENT PERMISSION FORM**

**Both Signatures Required**

• I have read the terms and conditions of the Responsible Use of Technology Policy from St. Timothy School.

• I understand that technological resources are provided for educational purposes only.

• I agree to abide by the terms and conditions stated in the **Responsible Use of Technology 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 suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name (print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

User Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Homeroom\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent / Guardian Permission Form**

I have read the terms and conditions of the Responsible Use of Technology Policy. I am requesting that the above named student be allowed to use the school’s technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

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

Parent/Guardian Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_