

Computer and Telecommunications Policy

Computers and telecommunications equipment are used to support the curriculum and to augment instruction in the classroom. The use of school-provided computer and telecommunications equipment is governed by the “Acceptable Use of Computers and Telecommunications Policy”. Acceptance of this policy by the student and their family is indicated on the parent consent form which is distributed at the beginning of each school year. Failure to comply with the policy and guidelines may result in a loss of computer privileges. The following policy applies to stand-alone units as well as units connected to the network or the internet.

Authorized Users

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school community. Network and internet access is provided to further the legitimate educational goals of this institution.

Authorized Devices

Authorized devices include devices provided by Saint Ann School and approved student personal devices. Saint Ann School allows students in grades 4 to 8 to use personal electronic devices that meet the requirements. The requirements are as follows. A student must have a signed permission slip from a member of the Saint Ann faculty. A student is permitted only to use the device in the class for which permission was granted. A student wishing to use a device in all or some of their classes must obtain signatures from each teacher on the permission form. The type of devices that will be approved is determined by the technology coordinator however, devices with 3G or 4G Wi-Fi capabilities are prohibited.

Restricted Devices

Student cell phone use is prohibited while a student is in the school building. Every staff member has a cell phone so there is no need for a student to use a phone during school hours or on the premises. If a parent requires a student to have a cell phone for communication off the school premises please note that because some phones when kept ON automatically attempt to connect to the network all cell phones MUST be kept OFF and stored in such a way that it will not be in the ON state and never in the students’ possession during class, recess or in after school clubs or programs. If a student needs to call a parent they must ask for permission to use the school phone or a staff member to make the call for them

As stated before no devices with 3G, 4G or any future type of independent unrestricted Wi-Fi capabilities will be allowed.

Appropriate and Acceptable Educational Uses

Saint Ann School provides computing and network resources for the use of students and staff. All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include accessing the internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum.

Inappropriate and Unacceptable Uses

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that are contrary to the mission of this institution, violate the law, violate the rules of network etiquette, or hamper the integrity or security of any network connected to the internet. Some unacceptable practices include:

- 1) Transmission of any material in violation of any U.S. or state law, including but not limited to:
 - copyrighted material;
 - threatening, harassing, pornographic, racial slurs, plagiarism, terrorist acts or threats, or obscene material;
 - material protected by trade secret.

- 2) The transmission of copyrighted materials without the written permission of the author or creator through Saint Ann School e-mail or other network resource in violation of U.S. copyright law is prohibited.
- 3) The display or transmission of messages, images, cartoons or the transmission or use of e-mail or other computer messages that are sexually explicit constitute harassment, which is prohibited by Saint Ann School.
- 4) It is illegal and/or against school policy to knowingly allow any telecommunications facility under one's control to be used for the transmission of illegal material; nor shall a user encourage the use, sale or distribution of controlled substances or transmit the design of or detailed information pertaining to explosive devices.
- 5) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user. Any attempt to breach security codes and/or passwords will also be considered a form of vandalism.
- 6) The creation, propagation, and/or use of computer viruses are prohibited.
- 7) Deleting, examining, copying, or modification of files and/or data belonging to other users is prohibited.
- 8) Willful destruction of computer hardware or software or attempts to exceed or to modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the Saint Ann School Technology Coordinator from intercepting and stopping e-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for the intentional overloading of school computer resources.
- 9) The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- 10) As with all forms of communication, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. For example, entering chat rooms or using instant messaging.
- 11) Use for personal, financial or commercial gain, product advertising, political lobbying, fraud, or the sending of unsolicited junk mail or chain letters is prohibited.
- 12) The unauthorized installation of any software, including shareware and freeware, for use on Saint Ann School computers is prohibited.
- 13) The school network may not be used for downloading entertainment software or other files not related to the mission and objective of Saint Ann School for transfer to user's home computer, personal computer, or other media. This prohibition pertains to freeware, shareware, copyrighted commercial and noncommercial software, and all other forms of software and files not directly related to the instructional and administrative purposes of Saint Ann School.
- 14) Playing games is prohibited unless specifically authorized by a teacher for instructional purposes.
- 15) Establishing network or internet connections to live communications, including voice and/or video, is prohibited unless specifically authorized by the system administrator.

Rules of Appropriate Use

- **Personal safety and personal privacy** – Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization or company, including web sites that solicit personal information.
- **Web 2.0 Online tools and Apps.** If students are to be productive members of the 21st Century workplace, they must move beyond the skills of the 20th Century and master those of the 21st Century. The characteristics of the 21st Century classroom will be very different from those of the classrooms in the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology. During your children’s formative years at the elementary and secondary levels, an understanding of technology including Web 2.0 tools will be used that will assist them in their learning over the course of their school experience. New tools arise every day. Some common tools that your children may encounter and use are, but are not limited to:

Online educational, presentation and collaboration: tools such as, but not limited to Google Docs, Glogster, Easybib, Research Ready and other sites required by their teachers and the school administration.

Saint Ann School students will be provided with a nondescript username that will be used for EVERY WEB 2.0 tool login throughout their career here at Saint Ann. It is expected that each student learn and remember passwords and adhere strictly to the Saint Ann Acceptable Use Policy signed by both parent and student at the beginning of the year. They will also agree to follow any subsequent amendments or additional policies given by the teacher or school throughout the school year, and if the student plans to continue to use these tool, after school, weekends and into the summer months. This ID code should be used on all documents and presentations made and submitted online in place of the student name. All faculty members have been made aware of this will expect students to comply.

All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today.

- **Social networking** – Accessing social networking websites, such as My Space and Friendster, are off-limits on school property. The use of circumventors to get around school network security is prohibited. Students who maintain and use a website, blog or other social networking site (MySpace, FaceBook, etc.) at home must realize that even if they consider their particular site to be a personal one that they are in effect representing the school when they identify themselves as (or make it possible to be identified as) affiliated with Saint Ann School. Consequently, the way in which students portray themselves in images or in words, or the values they express must not contradict the values of the school as expressed in such documents as the Mission Statement, Philosophy of Saint Ann School, Discipline Policy, and Rules of Appropriate Use.* Please see the Diocese of Trenton addendum to The Student Participation On Social Networking Sites included on the last page of this document.
- **Illegal copying** – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people’s work or intrude into other people’s files. The download/upload of any material in violation of any U.S., State, Diocesan, School Board, or Saint Ann School policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.
- **Inappropriate materials or language** – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized e-mail, chat or instant messaging, blogs, and discussion forums, is also prohibited. A good rule to follow in never view,

send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Summary

These are guidelines to follow to prevent the loss of technology privileges at school.

- Do not use technology to harm other people or their work.
- Do not damage the network or any technology resource in any way.
- Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
- Do not violate copyright laws.
- Do not view, send or display offensive messages or pictures.
- Do not waste technology resources such as disk space or printing supplies.
- Do not trespass in another's folders, work or files.
- Do notify an adult immediately, if by accident, you encounter materials which violate the Rules of Appropriate Use.
- Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Electronic Communication

Saint Ann School students are not permitted to send or retrieve e-mail unless under the supervision of a faculty member and only for school related issues. The following guidelines should be closely adhered to. Any access to the school's e-mail and similar electronic communication systems is a privilege; certain responsibilities accompany that privilege.

Saint Ann School users are expected to demonstrate the same level of ethical and professional conduct as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Any information contained on a school computer's hard drive or disk that were purchased by or donated to the school are considered the property of the school.
- Saint Ann School reserves the right to access e-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement.
- All users must understand that Saint Ann School cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated *via* e-mail.
- Unauthorized attempts to access another person's e-mail, computer address or workstation to send e-mail or similar electronic communications are prohibited and may subject the individual to disciplinary action.

Consequences for Inappropriate Use

Any attempt to violate the provisions of this agreement will result in revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of Saint Ann School regarding inappropriate use of technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment.

Service Disclaimer

Saint Ann School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Ann School will not be responsible for any damages the student may suffer while on this system. These damages may include, but are not limited to: loss of data as a result of delays, non-deliveries, missed deliveries, or service interruptions caused by the system or by student/staff error or omission. Use of any information

obtained via the information system is at the student's own risk. Saint Ann School specifically denies any responsibility for the accuracy of information obtained through electronic information resources.

Diocesan Policy For STUDENT PARTICIPATION ON SOCIAL NETWORKING SITES

Social Networking Sites are a part of 21st century culture for students today. It is important that Catholic elementary and secondary students understand that they have a responsibility to participate in Social Networking Sites in an appropriate manner. The values and ideals of the Catholic faith are to be followed in posting comments on a Social Networking Site.

The following points, while not comprehensive in nature, provide initial guidance:

- Students are not to comment, post, join or otherwise affiliate with or publish any information on social networking sites, including (but not limited to statements, comments, photographs, groups, profiles, or links to third party websites) that in the discretion of the school or the diocese contains inappropriate content.
- Students are not to infringe upon another's copyright or trademark without appropriate permission
- Students are not to write or post anything that is sexual in nature
- They are to refrain from postings that involve illegal, dishonest or unethical conduct and that involve the use of drugs or alcohol or support or sell drugs or alcohol
- Students will refrain from postings that are offensive in nature or are considered discriminatory or harassing in nature
- Postings are to be free from elements that harm the reputation of or cause embarrassment to the school, diocese, co-workers or teachers
- Students are not to interact with current administrators or teachers on a Social Networking Site. This includes, but not limited to, listing current administrators or teachers as friends or connections on Social Networking websites or posting any comments whatsoever on current administrators or teachers pages or profiles.
- Students shall screen, block and/or remove any comments that violate this policy.
- Students should critique any third party comments or postings prior to publication
- The school and diocese reserve the right to conduct periodic internet searches in order to determine whether students have violated this policy.

Revised September 30, 2011

Please add this to your current version of the handbook.

AGREEMENT FOR THE USE OF COMPUTERS / TELECOMMUNICATIONS

Family Name: _____

School Year: _____

NOTE TO PARENTS/GUARDIANS

Saint Ann School has chosen to permit students' access to computer telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that Saint Ann School and the Diocese of Trenton do not have total control of the information on the internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct which their child or ward should follow. Therefore, Saint Ann School supports and respects each family's right to decide whether or not their child may have access to this resource.

I am the parent/guardian of the below named student(s). I have read the attached Computer and Telecommunications Policy and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and each student's responsibilities regarding computer hardware, software, and Internet access at Saint Ann School.

I hereby consent to those students **indicated by my initials below** having access to, and use of, the telecommunications resources at Saint Ann School. I also hereby indemnify and hold harmless the Diocese of Trenton and Saint Ann School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

Parent Signature _____ Date: _____

Name (Printed) _____

I have read the Computer and Telecommunications Policy. I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I choose to violate this agreement my privileges will be revoked, and disciplinary action and/or appropriate legal action may be taken:

Parent's Initials
Consent Deny

Student
Print Name - Grade

Student
Signature

Date

<u>Parent's Initials</u>		Student	Student	Date
Consent	Deny	Print Name - Grade	Signature	