

TECHNOLOGY

STUDENT TECHNOLOGY ACCEPTABLE USE POLICY

The Archdiocese provides technology resources to its students and staff for education and administrative purposes. The goal is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers and support staff. Your child has the opportunity to participate, collaborate and create using web-based applications, commonly referred to as Web 2.0. Web 2.0 provides increased functionality for teachers and students to use the Internet. The Internet offers vast, diverse, and unique resources to both students and teachers. Such tools allow individuals to communicate and collaborate in powerful, educationally relevant ways. The use of these technology resources is a privilege, not a right.

Some common Web applications that your child may use are:

- Email** – students in select grades will be given a St. Edward student email to be used for educational purposes **only**, hosted by Google
- Google Apps for Education** – allows students to collaborate with one another via the internet on documents, presentations and spreadsheets
- Blog, Podcast, Glog, Voicethread, Prezi, among others**

Your child's safety and security is our priority. Students must adhere to the rules of St. Edward's Technology Acceptable Use Policy (AUP) while using technology at St. Edward. Any student who does not follow the Technology AUP will not be allowed access to technological resources at the school including but not limited to the Internet, computers, tablets, Interactive White Boards and printers.

St. Edward's Technology AUP functions as a contract between each user and the user's parents or guardian, and the Archdiocese. It sets out access privileges and conditions, rules for behavior while using St. Edward's technological resources and accessing the Internet at St. Edward. It also sets out certain consequences for violating any of these conditions or rules.

Security and Conditions

1. Use of St. Edward's network, technology systems, computers, tablets and other hardware and equipment is restricted to educational purposes only.
2. St. Edward email accounts are to be used for educational purposes only. Excessive or inappropriate use of school email accounts is prohibited.
3. Access to multimedia content or games is not permitted except for school or class projects or otherwise with the explicit permission of St. Edward faculty.
4. Students are expected to act safely by keeping personal information out of their posts or school email. Students agree not to post or give out their last name, password, username, email address, home address, school name, city or other information that could help someone locate or contact them in person. Student pictures with identifying names shall NOT be posted on social media websites including but not limited to Facebook, Instagram, Snapchat, Vine, etc.
5. Students shall NOT violate other students' or teachers' rights to privacy/confidentiality, or participate in the unauthorized disclosure, use and dissemination of personal identification information.
6. Students shall NOT share their username and password with anyone besides their teachers and parents. Students also agree to never log in as another student.
7. Students are expected to treat the Internet spaces as classroom spaces. Speech that is inappropriate for class is not appropriate for Internet space.
8. Students may not attempt any unauthorized access, including hacking of any computer system, email or any other user account.

9. Students shall NOT download software of any type without explicit permission from St. Edward faculty, and shall NOT download unacceptable material including pictures, video or software onto any school computer, tablet or other device, or a device brought from home that is present in the school.
10. Students shall NOT take pictures, video or sound recordings of any person including other students, teachers or staff at St. Edward without the prior permission of the student's parents, teacher or staff, as applicable.
11. Students shall NOT post pictures or video on the Internet of any students, faculty, staff or parents of St. Edward without the prior permission of the student's parents, teacher or staff, as applicable.
12. Students shall respect all copyright laws, and will properly credit and/or cite the work of others, and NOT claim the work of others as their own.
13. Students shall NOT alter any configuration, program or password on any school computer, tablet or system including screens, desktops, etc.
14. Students shall NOT use inappropriate, offensive or obscene language, pictures or gestures in any posting, email or in any digital format.
15. Students shall NOT use the internet for purchases or other personal commercial, financial or political purpose or gain.
16. Students should have no expectation of privacy for work saved on the school network or on school computers or other devices, for any use of the Internet including searches conducted on school equipment or resources or personal devices used to connect to the school network, or for email or any other electronic communication made via school computers or devices or the school network. Students will explain their activity on the Internet to a teacher or faculty member when asked.
17. The use of technology and network at St. Edward is a **privilege**, not a right. Inappropriate or unacceptable use of St. Edward technological resources or network, including a failure to meet any of these conditions or other violation of this Technology AUP may result in suspension or cancellation of use or access privileges; payments for damages and repairs; and/or other consequences as provided under the St. Edward Discipline Policy, up to and including suspension or expulsion.

Network Etiquette (Netiquette)

1. Be polite.
2. Use appropriate language.
3. Never reveal personal information including your own address, phone number or last name or that of another student, a parent, staff, administration or faculty.
4. DO NOT engage in cyber bullying behaviors such as harassing, insulting, attacking, or arguing with others on the Internet. Students are expected to report any instances of cyber bullying, harassment, etc. to a parent, teacher or the Principal.
5. DO NOT send or forward chain emails or open attachments or access links from a sender you do not recognize.
6. Be aware that communications, materials and online activity are NOT private, and are subject to review at any time by a teacher or faculty member.
7. All communications and information sent, saved or accessed via the St. Edward network should be assumed to be public property.

Encounter of Controversial Materials

1. Users may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive.
2. Despite St. Edward's efforts to create a safe and secure online experience for all users, on a global network it is impossible to completely control the content of the data accessible on the network. It is the user's responsibility not to initiate access to such material.

3. St. Edward, its administration, faculty, and staff will not be held responsible or accountable for any harm or problems or loss resulting from the misuse of school technology, resources or networks, including the Internet.
4. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately notify the classroom teacher, technology coordinator or administration.

Physical Abuse to Technology Equipment

1. Students must treat all school technology hardware with respect and care.
2. If a student misuses or damages any equipment due to intentional abuse, including but not limited to computers, monitors, keyboards, mouse, headsets, microphones, cameras, Interactive White Boards, laptops, tablets and printers, students will be held liable and be responsible for the damage and the cost to repair or replace the damaged equipment.
3. A student who intentionally abuses or damages school equipment will also have technology use and access privileges suspended, and be subject to further consequences under St. Edward's Discipline Policy.

Unacceptable Uses of Technology at St. Edward, including but not limited to

1. Using instant messaging, chat rooms or discussion boards unless permission is given by the teacher.
2. Using profanity, obscenity or language that is generally considered offensive or threatening.
3. Plagiarizing any information gained on or through use of the St. Edward network.
4. Unlawfully duplicating, storing or distributing copyrighted materials.
5. Searching the Internet for inappropriate content, including but not limited to content that is sexually explicit, obscene, harmful, hateful, violent, abusive, discriminatory, offensive, defamatory, or humiliating to others.
6. Purposefully navigating to any website which hosts or displays (or which the student ought reasonably to know or expect hosts or displays) inappropriate content, and/or downloading or forwarding inappropriate content.
7. Logging into a computer with someone else's user name and log-in.
8. Using email or any other means of electronic communication to harass, insult or threaten another student or teacher.
9. Taking pictures, video or sound recordings of students, teachers, faculty and administration of St. Edward without permission from the faculty member, staff member or the parent of the student.
10. Posting pictures, video, and/or sound recordings to the Internet of students, teachers, faculty and administration of St. Edward without permission from the faculty member, staff member or the parent of the student.
11. Accessing another student's or a teacher's account.
12. Installing software of any kind without explicit permission from a teacher or faculty member.

Electronic Devices that are not the property of St. Edward:

1. Students are allowed to bring electronic readers (Nook, Kindle, EReader, etc.) to be used with teacher permission in accordance to the teacher's guidelines, *for educational purposes only*. **If a student brings his or her own computer or device to use in the classroom, such use will be subject to the terms and conditions of this Technology AUP in the same way that it applies to the use of school equipment.** Students are responsible for the safety and security of any device they bring to school.
2. If students do bring devices from home, neither the Archdiocese, St. Edward nor any member of its faculty or staff is responsible for any loss, theft or damage of such devices.
3. Students are **NEVER ALLOWED** to use any type of smart phone device or digital music or video device during school hours. Phones and any other such devices should be kept in lockers during school hours and turned off or kept at home.

St. Edward reserves the right to search or monitor a student's computer, tablet, or any other electronic device (including phones or digital music/video devices) to ensure compliance with this Technology AUP. Students and parents are responsible for giving school administration any usernames and passcodes to any digital devices that are subject to search.

These rules and requirements apply to all students. Parents and students must confirm their willingness to comply with this Technology Acceptable Use Policy by signing the Acknowledgment Form located with the Handbook Agreement before and as a condition to having access to any technological resources or network at St. Edward.

Students who violate any of the terms and conditions of this Technology Acceptable Use Policy are subject to the consequences described above and consequences under St. Edward's Discipline Policy, up to and including suspension or expulsion from St. Edward.

Although drafted with care, neither St. Edward nor the Archdiocese assumes any liability for any errors, omissions or misinformation. Neither St. Edward nor the Archdiocese makes any warranty, express or implied, for the technology services that are provided. Neither St. Edward nor the Archdiocese shall be responsible for any damages or loss suffered by a student user from delays, non-deliveries, misplaced deliveries or service interruptions, whether caused by negligence of or otherwise by St. Edward, the Archdiocese or their respective agents, by the errors or omissions of the student user, or by third parties. Neither St. Edward nor the Archdiocese makes any representation as to, or guarantees of privacy. St. Edward and the Archdiocese expressly deny any responsibility for the accuracy or quality of the information obtained via the Internet, and any use of any information so obtained by the student user is at the sole risk of the student user.