

# **St. Francis de Sales School**

## **Responsible Use Policy**

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St. Francis De Sales School recognizes that access to technology in school gives students great opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21<sup>st</sup> century technology and communication skills. To that end, we provide the privilege of access to technologies for student and staff use.

The goal of this Responsible Use Policy is to ensure students, faculty, staff, and parents will benefit from the learning opportunities afforded by technology. This policy outlines the guidelines and behaviors that all users are expected to follow when using school technologies or when using personally-owned devices on the school campus, including:

- The school network is intended for educational purposes.
- School network accounts are to be used only by the authorized owner of the account for its intended purpose.
- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources can result in disciplinary action.
- The school will make a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school’s network or other technologies are expected to alert school officials immediately of any concerns for safety or security.

### **APPLICABLE TECHNOLOGIES**

The school may provide the privilege of Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. This Responsible Use Policy applies to both school-owned and personally-owned technology equipment utilizing the school’s network the school’s Internet connection, and/or private networks/Internet connections accessed from school-owned devices at any time. This Responsible Use Policy also applies to personally- owned devices accessing the school’s network, the school’s Internet connection, and/or private

networks/Internet connections while on school property. As new technologies emerge, the school may seek to provide access to them. The policies outlined in this document cover all available technologies now and into the future, not just those specifically listed or currently available.

## **USAGE POLICIES**

All technologies provided by the school are intended for education purposes. All users are expected to use good judgment and to follow the specifics as well as the spirit of this document: be safe, appropriate, careful and kind; don't try to get around technological protection measures; use good common sense; and ask if you don't know.

## **WEB ACCESS**

The school provides its users the privilege of access to the Internet, including web sites, resources, content, and online tools. Access to the Internet will be restricted as required to comply with CIPA regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Users waive all rights to privacy related to activity that is performed on its network.

Users are expected to respect the web filter as a safety precaution, and shall not attempt to circumvent the web filter when browsing the Internet. The determination of whether material is appropriate or inappropriate is based solely on the content of the material and the intended use of the material, not on whether a website has been blocked or not. If a user believes a site is unnecessarily blocked, the user should submit a request for website review through the school's administration and/or principal.

## **EMAIL**

The school may provide users with the privilege of an email account for the purpose of school-related communication. Availability and use may be restricted based on school policies. If users are provided with email accounts, the account(s) should be used with care. Users should not send personal information; should not attempt to open files or follow links from unknown or questionable origins, should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. The school retains the rights, communications, and content of the account and all messages and communications sent through it and received by it.

## **SOCIAL/ WEB 2.0/ COLLABORATIVE CONTENT**

Recognizing the benefits collaboration brings to education, the school may provide users with access to websites or tools that allow communication, collaboration, sharing and messaging among users. Users are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging may be monitored. Users should be careful not to share personally-identifying information online.

## **PRIVACY POLICY**

The school does not grant any ownership, privacy or an expectation of privacy in the contents of any message, including email, or other Internet activities involving the school's resources or equipment. The school may, for a legitimate reason, perform the following:

- Users shall have no expectation of privacy in the contents of their personal files on the network. Users shall comply with laws, regulations, and policies covered by the Family Education Rights and Privacy Act (FERPA) in handling student educational records.
- Users, whether using a school owned or personally owned device, grant the school to install or otherwise employ strategies to lock and or wipe the device to protect the school's network or facilitate other school initiatives (i.e. testing).
- All computer files on school system-owned computers belong to the school district. Therefore, accessing these computer files are not considered surveillance and privacy laws do not apply.
- Routine maintenance and monitoring of the network or audits may lead to the discovery that a user has or is violating the law or the school's Responsible Use Policy. The nature of the investigation will be reasonable and in the context of the nature of the alleged violation.
- Users should be aware that their personal computer files may be available under State public records laws and are discoverable in litigation. Information written or transmitted on the network may be read or viewed by any properly authorized individual, organization or agency.

## **MOBILE DEVICE POLICY**

The school may provide users with mobile computers or other devices to promote learning outside of the classroom. Users should abide by the same responsible use policies when using school devices off the school network as on the school network. Users are expected to treat these devices with extreme care and caution; these are

expensive devices that the school is entrusting to your care. Users should immediately report any loss, damage, or malfunction to the teacher or administration. Users may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices on the school network may be monitored and/or documented.

## **PERSONALLY-OWNED DEVICES POLICY**

Students should keep personally-owned devices (including laptops, tablets, smart phones, and cell phones) turned off and put away during school hours - unless in the event of an emergency or as instructed by a teacher or staff for educational purposes. Because of security concerns, when personally-owned mobile devices are used on campus, they should not be used over the school network without express permission from IT staff. In some cases, a separate network may be provided for personally-owned devices. Please remember, this Responsible Use Policy applies to personally-owned devices accessing the St. Francis De Sales School network, the St. Francis De Sales School Internet connection, and private networks/Internet connections while on school property.

## **SECURITY**

Users are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or questionable origin. If you believe a computer or mobile device you are using might be infected with a virus, please alert IT. Do not attempt to remove the virus yourself or download any programs to help remove the virus. Passwords may not be shared, and students may not use a device that is logged into another user's account without that user's permission.

## **DOWNLOADS**

Users should not download or attempt to download or run .exe programs over the school network or onto school resources without express permission from IT staff. You may be able to download other file types such as images or videos. For the security of our network, download such files only from reputable sites, and only for education purposes.

## **ETIQUETTE**

Users should always use the Internet, network resources, and online sites in a courteous and respectful manner. Users should recognize that among the valuable content online there is also unverified, incorrect, or inappropriate content. Users should only use trusted sources when conducting research via the Internet. Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. Once something is online,

it's out there - and can sometimes be shared and spread in ways you never intended.

## **PLAGIARISM**

Users should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Users should not take credit for things they didn't create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

## **PERSONAL SAFETY**

Users should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without adult permission. Users should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Users should never agree to meet in real life someone they meet online without parental permission. If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you're at school; parent if you're using the device at home) immediately.

## **CYBERBULLYING**

Cyberbullying will not be tolerated. Harassing, disrespecting, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples (but not an exhaustive list) of cyberbullying. Don't be mean. Don't send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

## **EXAMPLES OF RESPONSIBLE USE**

I will:

- Use school technologies for school-related activities.
- Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.

- Use school technologies at appropriate times, in approved places, for educational pursuits.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

## **EXAMPLES OF IRRESPONSIBLE USE**

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt to find inappropriate images or content; intent to seek inappropriate images or content is a violation of this Responsible Use Policy.
- Create a personal mobile “hot-spot” or utilize a “proxy site” for the purpose of circumventing network safety measures and filtering tools.
- Create, distribute or deploy multi-user servers or gaming software on or within the school network.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school’s safety measures and filtering tools; intent to circumvent safety measures and filtering tools is a violation of this Responsible Use Policy.
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post or otherwise disclose personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be inappropriate in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

## **LIMITATION OF LIABILITY**

The Archdiocese of Chicago, Office of Catholic Schools, St. Francis De Sales are not and will not be responsible for damage or harm to persons, files, data, or hardware.

While the school employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness or comprehensive nature of the deployed solutions. The school also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the school, its affiliates, or employees. Any additional charges a user accrues due to the use of the school's network are to be borne by the user.

## **VIOLATIONS OF POLICY**

Violations of this policy may have disciplinary repercussions, including:

- Suspension of network, technology, or computer privileges;
- Notification to parents;
- Detention or suspension from school and school-related activities.



**I HAVE READ & UNDERSTAND THIS RESPONSIBLE USE POLICY AND AGREE TO ABIDE BY IT:**

(If a student is too young to read the Student Technology Responsible Usage Policy of the school, please provide assistance.) A copy of this policy can be found on the St. Francis School website.

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Student Signature

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Date

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Student Name (Printed)

By signing this document, I agree to all policies outlined in the Student Technology Responsible Usage Policy found on the St. Francis School website, which contains the most current information and is subject to change. Violations of these rules will result in disciplinary action and/or appropriate fines as set forth by the school's administration up to the full replacement value of the damaged device.

I grant permission for St. Francis de Sales Catholic School to create online accounts necessary for my student to be successful. These include but are not limited to a Google Apps for Education Account and an email account as necessary to be used on the School's closed network environment for school and educational purposes only.

**I HAVE READ & UNDERSTAND THIS RESPONSIBLE USE POLICY AND AGREE TO ABIDE BY IT:**

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Parent/Guardian Signature

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Date

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Parent/Guardian Name (Printed)