

# SACRED HEART SCHOOL



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## ACCEPTABLE USE POLICY

### **Regulations for Students Acceptable Use of Technology Resources**

SHS provides technology resources to its students and staff for educational and administrative purpose. School technology resources include but are not limited to the intranet, internet access, fax, e-mail, computer programs, and telephone. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Student use of such resources will be monitored and students have no reasonable expectation of privacy in their use of resources.

SHS fully endorses the use of the Internet and related technology resources as educational tools. Access to information, research sources, people and computers throughout the world is available to students. The school is committed to restricting access to questionable material and to limiting inappropriate use by having installed filtering software, direct supervision and student education. Control of all on-line activities is impossible. Therefore, all users who have access to the school's Internet and related technology resources are required to adhere to strict ethical and legal guidelines. It is the expectation of the faculty and administration that all students will adhere to the regulations stated below.

If SHS users violate any of these provisions, their access via the school may be terminated, and the use of the school's technology resources in the future may be denied. In addition, a student who violates these guidelines will be subject to disciplinary action up to and including suspension/expulsion from school.

SHS recognizes that parents and guardians of minors are ultimately responsible for setting and conveying the standards that their children should follow when using media and information resources. We encourage parents and guardians to enforce the same standards when their child uses their home computer. If a student's behavior on social media forums outside of the school, on their personal devices, may still result in discipline by the school if such conduct reflects poorly on the school or harasses other students.

### **Student Technology Compliance Agreement**

***I understand that access to the Internet and related technology resources from SHS must be in support of education and research, and I agree to the following:***

- I will refrain from accessing any news groups, links, list-servers or other areas of cyberspace that would be offensive to any students, teachers or parents due to racial, ethnic or minority disparagement, or pornographic, violent, illicit or illegal content.
- I understand that I am responsible for monitoring and appropriately rejecting materials, links, dialogue and information accessed or received by me. If any material appears on screen that is unacceptable or makes me uncomfortable, I will close out of such materials immediately or, if the system will not allow me to close out of the materials, shut off the monitor and notify the supervising teacher.
- I accept responsibility for keeping copyrighted software from entering the school via the Internet. Therefore, I must not download games, music, graphics, videos or text materials that are copyrighted.
- I understand that plagiarism is unacceptable and accept responsibility for using downloaded text in an appropriate manner. I will not post, distribute or use without permission material that was created by someone else.
- I will be courteous and use appropriate language, refraining from swearing or using any forms of obscene, harassing or abusive language. If I am a victim of such harassment, I will report the abuse immediately to the supervising teacher or principal. If another user asks that I no longer communicate via email, I will stop all contact immediately.
- I will not reveal personal information including addresses (home/email) and phone numbers of others or myself.
- I will not lend any assigned user accounts or passwords to others.
- I understand that system operators and the administration will have access to all user accounts.
- If I am not sure of how to do something on the computer, I will ask the supervising teacher.
- If I suspect a security problem related to my school's accounts or on the Internet, I will notify the supervising teacher or principal and cease using such functions
- I understand that any user legitimately identified as a security risk or with a history of problems with other computer systems may be denied access to the Internet through SHS.
- I understand that any user attempting to maliciously harm or damage data of another user or an area of the Internet, including the introduction of computer viruses and the unauthorized use of debit or credit cards, will be denied access to the Internet through the school and will be subject to disciplinary procedures.

#### **Mission Statement**

*Sacred Heart School Community lives the Guanellian Family Spirit of charity by embracing, with respect and esteem, children who are culturally and socially diverse. We provide a Catholic education that fosters the development of each student's physical, spiritual, intellectual, moral, social, and emotional capabilities. We recognize Christ in each person and foster the utilization of his/her gifts and abilities, so as to prepare each member of our community to contribute positively in his or her Church and society.*

### **Student Social Media Compliance Agreement**

***To the extent a student's participation in social media while outside the School reveals his or her identity as a school student or contains content about the School, the student must strive to protect the reputation of the School. Like in all forums, when a student's conduct online reflects poorly upon the school, the school may take disciplinary action. The following are specific guidelines governing social media participation and use of social communications outside the school:***

- Nothing is private and anything a student posts will remain public for a very long time. A student should not rely upon privacy settings in websites. Online conduct can easily fall into unintended hands – teachers, other students and strangers - when those settings fail, the website is tampered with or when intended viewers share the content with other individuals.
- Unless a student's social media participation is explicitly for a School-approved reason, social media identities, online profiles, logon ID's and user names should not specify the identity of the student as a student of the school.
- Protect school information. Refrain from sharing examples of classroom situations or personal information about other students.
- To the extent there could be any confusion as to whether the student is speaking on behalf of the school, the student should make clear that the views expressed are the student's alone.
- Students may be disciplined for inappropriate or harassing conduct even when not at school or using school property.

### **Specific Rules for G-Suite Account & Apps**

SHS issues G Suite Educational Apps to students. The programs available through this account must be used for educational, school-related purposes.

1. Rules and policies outlined in the AUP and the Handbook apply both in and out of school.
2. Students are responsible for maintaining the safety and integrity of their accounts. At no time and under no circumstances should a student access or use the account of another person. A student may be held accountable for unauthorized usage of their account.
3. When a student exits the school, all accounts will be terminated that week. Any unsaved data will be lost.
4. SHS and its employees do not guarantee the security or privacy of files located on G Suite Systems and are not responsible for materials acquired through the G Suite account, or for damages incurred through the use of its services.
5. The accounts are the property of SHS. Faculty and the Principal reserve the right to monitor the use of G Suite accounts and maintain a record of student passwords.
6. The violation of these rules may result in G Suite account privileges being terminated as well as other disciplinary measures.

### **Chromebook Use Contract**

As a responsible student using technology, I understand the following is expected of me when using any Chromebook during the school year. I will take extra special care of the Chromebooks; make sure my hands are clean and germ-free; carry the Chromebook closed and with two hands; use the Chromebook in a safe place: desk or table; use gentle hands when typing on the keyboard and keep my fingers off the screen; keep food and beverages away from any Chromebook, as they can cause damage to the device; use the Chromebook in ways that are educationally appropriate and meet school usage requirements; use the Chromebook to complete assignments as expected. This means I will not use websites, games, and G Suite programs not approved by my teacher; practice digital responsibility on the internet; report any damage to a Chromebook to my teacher immediately; understand that Sacred Heart School has the right to inspect any emails, documents, and files in my school-provided G Suite account; understand that my G Suite account will be deleted if I leave the school permanently.

### **Student Acceptable Use Policy Consent Form**

I understand that access to the school technology resources is not private and that the school will monitor my activity on any of those resources including the computer system, e-mail and files but not limited to these particular resources. I further understand that my responsibilities regarding technology, social media, and school provided electronic accounts can extend to my out-of-school conduct on non-school electronic devices.

I have read and discussed with my parent/guardian the regulation for the school's technology resources and agree to abide by their provisions. I understand that violation of these provisions may result in suspension, revocation of system access or other discipline. I also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accord with the code and that appropriate legal authorities may be contacted if there is any suspicion of illegal activity. (If student is too young to read the Regulations on Student Acceptable Use of the school technology resources, the parent/guardian is asked to provide assistance.)

## **ACCEPTABLE USE POLICY** **PARENT & STUDENT ACKNOWLEDGMENT**

### **Parent/Guardian Acceptable Use Policy Consent Form**

The student's parent/guardian is asked to complete either Section A or Section B and return to school by date specified by the Principal. You can find the acceptable use policy on our website (www.sacredheartepri.com) under the "Parents" tab, clicking "Newsletters, Notices, & Forms".

#### **Section A**

I do **not** give permission for my child, \_\_\_\_\_, (please print) to access the school's electronic communication system (including but not limited to Internet/Intranet access, fax, e-mail, stand-alone computer, and telephone at SHS. I understand that my child could still have obligations to the school when using technology outside of the school.

#### **Section B**

I have read and agree to the school's regulations for the use of the school's technology resources and have discussed them with my child. In consideration of the privilege of my child using the school's electronic communications system (including but not limited to Internet/Intranet access, fax, e-mail, computer programs, and telephone), and in consideration of the privilege of having access to the public networks, I hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school's policy and administrative regulations. I understand that my child could still have obligations to the school when using technology outside of the school.

I give permission for my child, \_\_\_\_\_, to participate in the school's electronic communications system, including the Internet, accounts assigned to students, hardware, and certify that the information contained on this form is correct.

If a student fails to follow these policies and rules stated above, the following consequences may occur:

1. Temporary or permanent loss of the privilege to use a Chromebook, G Suite account, computer lab or other misused system/tool
2. Student may be moved to a stationary computer.
3. Student may be required to complete the assignment using paper and pen.
4. Students who are repeat offenders may visit with the Principal before being allowed to use a Chromebook and G Suite account in the future.

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Student Signature

Grade

Date

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Parent/Guardian Signature

Date