



Technology Policies: Acceptable Use Policy and Student Electronic Communication Policy

Acceptance of the Technology Policies

- The *Acceptable Use Policy* and *Student Electronic Communication Policy* are included in the Corpus Christi Catholic School Student Handbook. Parents and students also indicate their acceptance of these policies by signing the Handbook Acceptance letter. The signatures indicate that all parties have read and understand the policies regarding technology and student emails set forth by Corpus Christi Catholic School. Failure to sign the policy will result in loss of privileges.

Consequences for Violation of Technology Policies

- The violation of technology policies and any usage deemed unacceptable by administration, faculty, and/or technology directors can result in loss of privileges. Violations of the policy and the resulting loss of privileges may correspond with disciplinary actions outlined in the Student Handbook.
- **Note: Revoked privileges may have academic consequences if assignments require the use of school technology.**

Privacy

- Students should understand that they have no reasonable expectation of privacy with respect to and including, but not limited to internet usage, the creation and/or distribution of messages or content via student email system, and/or the creation of information within technology tools that fall under the purview of Corpus Christi Catholic School technology devices. Corpus Christi Catholic School may at its discretion filter, access, and monitor technology resources to determine unacceptable usage.

Acceptable Use Policy

Corpus Christi Catholic School provides student access to technological devices (as defined below) and internet access for academic and educational purposes only.

Purview of Technology Acceptable Use Policy

- Technology devices include, but are not limited to the following: desktop computers, laptops, tablets, digital cameras/video recorders, printers, scanners, calculators, hardware/software, and technology infrastructure (e.g. wired and wireless access to school network, servers), whether owned, leased, or loaned to Corpus Christi Catholic School. It also includes approved devices under Corpus Christi Catholic BYOD policy.
- The Acceptable Use Policy also applies to any online services provided directly or indirectly for

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student use including, but not limited to the following: student email, drive, and calendar (GSuite for Education and other Google Apps for Education); Student Information Systems such as Rediker; and online-based educational tools such as Nearpod.

Expectations of Device Usage

- The teacher determines all device usage in the classroom.
 - Devices must remain powered off in the classroom unless otherwise directed by the teacher during acceptable use times.
- All devices must be brought to school/class daily fully charged.

Unacceptable Usage of Technology

- The inappropriate use of technology includes, but is not limited to, the following:
- Using the network for any illegal activity, including violation of copyright
- Degrading or disrupting equipment, software, or system performance
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using an account owned by another user
- Posting personal communications without the original author's consent
- Posting anonymous messages
- Posting content that is profane or uses language and/or symbols with the intent to degrade, bully or offend others
- Downloading, storing, or printing files or messages that are profane, obscene, or that use language and/or symbols that tend to degrade or offend others
- Any activity that interferes with the operation of any computer system (e.g. jailbreaking)
- Any activity that damages any equipment or programs-restitution will be required if this occurs
- Uses that violate any of the expected standards of behavior outlined in the handbook including but not limited to plagiarism, cheating, bullying, hazing, and harassment

Student Electronic Communication Policy (Grades 5-8)

Student email accounts issued by Corpus Christi Catholic School are expected to be used strictly in an academic manner; usage must be responsible, legal, and ethical. The *Student Electronic Communication Policy* falls directly under and is encompassed by the Corpus Christi Catholic School Acceptable Use Policy.

School Usage of Email and other Electronic Communication

- Student email/electronic communication accounts established by Corpus Christi Catholic School should be considered an official means of communication between students and teachers. Students will be expected to use their official student email address for electronic communication with teachers instead of personal email accounts.
- Student email accounts grant students access to a variety of resources including but not limited to the services provided through Google Apps for Education: Google Mail, Calendar, and Drive, which includes the online creation and storage of documents, spreadsheets, and presentations.

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Expectations of Student Electronic Communication

- Corpus Christi Catholic School expects all students to check their email on a frequent and consistent basis. Some emails may be time critical, and unchecked email will not be considered an acceptable excuse.
- Student email/electronic communication should only be used for communicating with Corpus Christi Catholic School staff and when assigned, other Corpus Christi Catholic School students.
- Online collaborative work is only acceptable when assigned by a teacher. Otherwise, the work will be deemed as cheating and subject to rules within the Student Handbook.
- Students should use polite, appropriate language.
- Any messages deemed inappropriate, offensive, abusive, or harassing will be grounds for the revoking of privileges and subject to disciplinary action. There will be filters in place that can redirect this type of message to administrators.
- Username and passwords should not be shared by students
- Username and passwords will be made available to parents upon request.

Content of Policy

- Review and Revisions
 - Current Policy: Signed Acceptable Use Policies will be kept on file in the school office.
 - Updating the Policy: Due to continuous advancements in technology, additional restrictions and use guidelines may be instituted throughout the school year. If it becomes necessary to amend the Acceptable Use Policy, parents and students will be notified of the amendments.

Retain the policy for your records, please return the attached signature page.



Building the Body of Christ, One Student at a Time

All parents of students in **grades 1-8**, please sign below and **return to school by September 6**.

By signing below, you and your student agree to the terms of the Acceptable Use Policy located within the CCCS Parent Student Handbook. This policy can also be found on Rediker. Thank you for your attention to this matter.

Please PRINT Family Last Name

Parent Name	Parent Signature	Date
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Parent Name	Parent Signature	Date
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Students grades 1-8:

Student Name	Student Signature	Grade Level
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Student Name	Student Signature	Grade Level
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