



Technology and Tablet Program

Acceptable Use Policy

Effective 8/14/2014

Guardian Angels School is providing students access to the school's electronic network. This network includes Internet access, computer services, videoconferencing, computer equipment and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for students' acceptable use of the Guardian Angels School electronic network.

- The Guardian Angels School electronic network has been established for a limited educational purpose.
- The Guardian Angels School electronic network has not been established as a public access service or a public forum. Guardian Angels School has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
- Parent/guardian permission is required for all students under the age of 18. **Access is a privilege — not a right.**
- It is presumed that students will honor this agreement that they and their parent/guardian have signed. The school is not responsible for the actions of students who violate the standards as outlined in this policy.
- The school reserves the right to monitor all activity on this electronic network. Students will indemnify the school for any damage that is caused by students' inappropriate use of the network.
- Students are expected to follow the same rules, manners, morals, and common-sense guidelines that are used with other daily school activities as well as the law in the use of Guardian Angels School electronic network.

General Unacceptable Behavior

While utilizing any portion of the Guardian Angels School electronic network, unacceptable behaviors include, but are not limited to, the following:

- Students will not access the command prompt for any reason.
- Students will not modify the hardware.
- Students will not post information that, if acted upon, could cause damage or danger of disruption.
- Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use criminal speech or speech in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
- Students will not use speech that is inappropriate in an educational setting or violates school rules.
- Students will not abuse network resources such as sending chain letters or "spamming".
- Students will not display, access or send offensive messages or pictures.
- Students will not use the Guardian Angels School electronic network for commercial purposes.
- Students will not offer, provide, or purchase products or services through this network.
- Students will not use the Guardian Angels School electronic network for political lobbying.
- Students will not attempt to access non-instructional school systems, such as the student information system or business systems.
- Students will not use school equipment, network or credentials to threaten employees or cause a disruption to the educational environment.
- Students will not use the school equipment, network or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal.

E-Mail

- Students may be assigned an email address at Guardian Angels School. *At this time, the email accounts will be extremely limited and will only be used as a communication tool between students and teachers. Students will not have access to email outside of the gaschool.org domain.*
- The student's e-mail address is not private, and it can and will be monitored by school personnel. School administrators may review emails and attachments at any time to maintain system integrity and to ensure that all users are using the system responsibly. Students are responsible for the content of their Guardian Angels School e-mail accounts and may **never** use another student's e-mail account.
- WHILE AT SCHOOL, students are not permitted to download, send/receive email from any other email address other than their Guardian Angels School email address.
- Students will not repost a message that was sent to them privately without the permission of the person who sent them the message.
- Students will not post private information about another person.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
- Students will not disclose personal contact information, except to educational institutions for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
- Students will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the student feel uncomfortable.

Cyber Bullying

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation or bullying of any kind – including cyberbullying will not be tolerated on any level. We have a zero tolerance policy. Cyber bullying is using technology to bully such as posting an inappropriate picture of a student or personal information of a student on the internet.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another person *except their parents*.
- Students must immediately notify a teacher or the system administrator if they have identified a possible security problem. Students should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- Students will not attempt to gain unauthorized access to any portion of the Guardian Angels School electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
- Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- Users will not attempt to access Web sites blocked by school policy, including the use of proxy services, software, or Web sites.
- Users will not use sniffing or remote access technology to monitor the network or other user's activity.

Vandalism

- Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software will result in cancellation of network privileges. Disciplinary measures in compliance with the school's discipline code and policies will be enforced.

Plagiarism and Copyright Infringement

- Students will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were those of the student.
- School policies on copyright will govern the use of material accessed and used through the school system.
- Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.
- For more information, please refer to the Student Handbook.

Due Process

- The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school network. Students and parents should note that any case involving a student suspected of “sexting” (sending sexually explicit messages or photographs) will be turned over to and investigated by the police.
- In the event there is an allegation that a student has violated the school acceptable use regulation and policy, the student will be provided with a written notice of the alleged violation.
- Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.
- If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student’s use of his/her network account.

Tablet Specific

- The tablet is intended to be used for educational use **only**.
- Many of the textbooks will be online or electronic copies that can be accessed with the tablet.
- Students may not personalize the outside of their tablet with stickers, writing, etc.
- Accidental damage protection is in place. Any hardware issues must be reported to the school technology coordinator. Only service providers approved by the school may be used.
- Lost or stolen tablets must be paid for by the parents/guardians. We highly recommend adding a rider policy to your homeowner’s insurance to cover other damages, loss, or theft of the tablet.
- The tablet is property of Guardian Angels School and/or Cincinnati Public School District.
- Students are required to carry their tablet in a protective case.
- Students are not permitted to log on to or use another student’s tablet.
- If ID sticker is removed or damaged, student is required to get a replacement at the school technology coordinator.

Software and Files

- Students will not download **any** software to the tablet. If there is a need for additional software, permission and assistance must be obtained by the school technology coordinator.
- A student’s account may be limited or terminated if a student intentionally misuses software on any school-owned equipment.
- Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Guardian Angels School electronic network may lead to discovery that a student has violated this policy or the law. Students should not expect that files stored on school servers are private.

Limitation of Liability

- The school makes no guarantee that the functions or the services provided by or through the school network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
- The school is not responsible for the accuracy or quality of the information obtained through or stored on the network. The school will not be responsible for financial obligations arising through the unauthorized use of the network.

Violations of this Acceptable Use Policy

Violations of this policy may result in loss of access as well as other disciplinary or legal action. Students who violate this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

- Detention
- Suspension of network privileges
- Suspension from school
- Expulsion from school and/or
- Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators.

Warranty & Repair: Three (3) year accidental Damage Protection covers damages that may occur with normal use. *This typically covers one event during the three year cycle. Other events will be billed to the parents.*

Loss or Theft

- Parent/Guardians are responsible for reimbursing Guardian Angels School for the entire replacement cost of a lost or stolen Tablet PC

Lost or Stolen Accessories: Lost or stolen accessories are the responsibility of the student.

Re-imaging:

- Students are responsible for creating a back-up of files and notes before turning in their tablet for re-imaging, if necessary. Specific directions will be provided to students.

*** DISCLAIMER:** Guardian Angels School reserves the right to revise these rules at any time.

RESPONSIBLE USE OF TECHNOLOGY POLICY

**Catholic School Office
Archdiocese of Cincinnati**

INTRODUCTION

- Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

Catholic School's Mission Statement

- The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world."

Aetatis Novae, #2, #3; Rose, 1992

GENERAL INFORMATION FOR USERS OF TECHNOLOGY

In the 21st Century Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

AGREEMENT FORM

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form.

The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any Student* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school's technology resources, school's Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

*The term student applies to any individual enrolled in the school regardless of age.

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SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

USER RESPONSIBILITY

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person's account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish, and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

CONSENT FOR ONLINE/REMOTE LEARNING

As part of the Responsible Use of Technology Policy, parents/guardians further agree as follows:

While the COVID-19 pandemic continues to exist and evolve, "remote" and/or "distance" learning (hereinafter referred to as "Remote Learning") may at some point be required, either for the entire school or for a specific student or group of students. In such cases, the school may livestream and/or record a class to allow any student who is absent due to COVID-19 to continue to observe, and participate in, the class as much as reasonably practicable. Although the school will attempt to focus the camera and/or recording device on the respective teacher, aide, and/or instructional materials being utilized during instruction, there will be times when a specific student or students appears on the video. Parent/Guardian hereby consents and agrees that: (1) such Remote Learning is permissible; and (2) his/her child may appear in videos being livestreamed and/or recorded as part of that Remote Learning.

Furthermore, Parent/Guardian promises and agrees not to record, disseminate, publish, or share any livestreamed or recorded video of such Remote Learning to anyone outside of student's immediate family. To the extent any Remote Learning videos are created and recorded, Parent/Guardian promises and agrees to permanently delete such recording following his/her child's observation of, and/or participation in, that particular class session.