



## ST. GEORGE SCHOOL ACCEPTABLE USE POLICY

### 3rd through 8th grade

#### Mission Statement

*The mission of the Technology Department at St. George School is to provide a full range of technology services, tools, and experiences to further opportunities for academic excellence, faith development, and leadership skills including a 1:1 technology initiative for all students grades Kdg. through 8th grade.*

This Acceptable Use Policy (AUP) contains standards that foster our mission and goals. The policy is revised yearly to reflect any new technology and to address issues identified in the previous year. Each year, all St. George School students and parents must read and agree to abide by these standards. Any student who violates this policy or any applicable local, state, or federal laws is subject to disciplinary actions, a loss of technology privileges, and may face legal prosecution. The administration of St. George School reserves the right to amend any item in the AUP or any technology policy during the year. Students will be notified of any changes via email.

#### Student Access

St. George School provides Internet access, network resources and access to different types of electronic and virtual resources to complete educational tasks, including but not limited to: storage, network communications, equipment, apps, and software. Only those resources issued to the student may be brought into the classroom environment. Students are **not allowed** to bring outside devices into school without prior permission from St. George School Administration. Students should have developed habits that ensure their use of technology is efficient, respectful, legal, and safe.

All electronic resources provided by St. George School remain the property of St. George School. St. George School reserves the right to access any file, email, network transmission or other information stored on or communicated through this property. The individual has no reasonable expectation of privacy. St. George School retains the right to monitor all electronic resources in any manner it sees fit.

#### Email

Students will be issued an email account for school use. It is their responsibility to ensure password confidentiality on all resources. Students will be given a password and **may not** change the given

password. Students are representatives of the school and are expected to act in a manner consistent with the school's mission and values. Communications via email must fall within school guidelines **AT ALL TIMES**.

## Consequences of Violations

A student whose behavior or repair record indicates careless use or abuse of technology resources will be referred to the administration for disciplinary action. Consequences of violations include, but are not limited to, detention, suspension, expulsion, or revocation of any and/or all technology resources. School administration has the right to restrict or terminate technology resource access at any time to protect the integrity of the network or prevent misuse.

## Prohibited Behaviors

St. George School teachers and staff, along with parents and students, will work in a digital and collaborative environment. Students are expected to always conduct themselves as good digital citizens. According to *Security vs. Access Balancing Safety and Productivity in the Digital School*, by LeAnne K. Robinson, Abbie H. Brown, and Tim D. Green, the presence of technology in PK-12 classrooms is a contributing factor toward the development of authentic, engaging learning environments. However, there are many security threats that educators and parents today must address. These include inappropriate content, predators, misuse of mobile communication devices, cyberbullying, network security, and copyright infringement. Students will be taught digital citizenship lessons at school. Students may not engage in any of the following while working in a digital and collaborative environment.

### Inappropriate Content

- Advocating racial, ethnic, religious, or gender-based slurs
- Accessing inappropriate content

***Reminders: Be sure to tell parents and teachers IMMEDIATELY if inappropriate content appears on your device.***

### Predators

- Communicate with strangers
- Give out personal information including unique usernames and passwords

***Reminders: Never give out personal information such as name, address, school name, telephone numbers, etc., in chat rooms or on bulletin boards. Do not meet someone or visit with someone without permission from your parents. Do not trust people online whom you do not know.***

### Misuse of Devices

- Participating in non-academic school sites during class time
- Infringing software copyright or licensing agreements
- Maliciously installing, invoking, or altering files to create a disruptive mechanism

- Purposely viewing, displaying, storing, or transmitting any obscene or discriminatory material or material of terrorists, gangs, hate groups, etc.
- Sending unauthorized bulk or random messages (i.e. Junk mails, ads, etc.)
- Downloading copyrighted MP3s, games, images, or movies
- Sharing school-related files independently when the project, activity, or assignment is done
- Utilizing headphones and/or ear-buds without expressed prior teacher permission
- Taking pictures, recording via video, and/or audio at the school or any school activity without expressed prior permission from the person in charge
- Email, post to websites or blogs any images, photos or videos of employees or students of St. George School
- Writing on any technology piece with an instrument other than an approved stylus or affixing stickers.

***Reminders: Always be safe and respectful with the use of the devices.***

### **Cyberbullying**

- Conducting or participating in any actions which are illegal including threatening or harassing others according to city, state, or federal law.

***Reminders: Report incidents to parents and teachers immediately. Do not erase any evidence of cyberbullying.***

### **Network Security and Inappropriate Uses of the Network**

- Compromising the privacy and/or security of users
- Seeking or gaining unauthorized access to non-approved local or internet resources
- Soliciting or conducting commercial or private/personal business enterprises.

***Reminders: Report incidents to parents and teachers immediately. Do not erase any evidence of inappropriate uses of the network.***

### **Copyright Infringement and Plagiarism**

- Unauthorized copying of licensed software or other copyrighted sources
- Copying the work of another individual without giving credit including copying another student's assignment, project, homework, etc.
- Allowing another student to copy your work

***Reminders: Report incidents to parents and teachers immediately. Any other action deemed inappropriate by the administration.***

### **Chromebooks/iPads**

Chromebooks/iPads are not covered by accidental damage insurance. There is a **\$50 fee** for all screen damage associated with accidents that happen within a normal Chromebook/iPad usage. All other fees will be charged to the student's family. This includes damage that is

intentional or the result of neglect or misuse. The individual is responsible for the costs of all repairs. Individuals should report damage, malfunctions, and theft immediately to their teacher and IT instructor.

## Responsibilities

Chromebooks/iPad should be secured and attended to at all times during the school day by keeping it with the student or where instructed to keep it by teachers. **Chromebooks should be handled and carried in the manner set forth by authorities at school.** These guidelines will be addressed in each homeroom, by each homeroom teacher with the support of the school's Technology Coordinator and administration.

Acceptance of use of this Chromebook/iPad during school hours and signatures on the following page, acknowledge that you, the parent and student, have read and will abide by the policies and procedures of St. George School. This Chromebook/iPad is for use while the student remains enrolled at St. George Catholic School. It is the property of the school. If the student withdraws from St. George Catholic School, the Chromebook remains with the school.

- St. George Student Chromebook Use and Expectations
- Only use a school approved background
- Use your school email only
- Lower the lid when the teacher is talking/lessons do not require computer use
- Only use your chromebook or ipad in the classroom in a clean flat space without clutter.
- Chromebooks are not allowed out during lunch or recess unless granted permission by the teacher.
- Use your Chromebook in the class when instructed to use it, otherwise it is stored in the case and never placed on the floor.
- Only school approved games are allowed and only with teacher approval. Web browsing is for educational/school use only.
- Sound should be muted on the Chromebook. Use of school issued headphones is permitted when instructed by the teacher.
- In your classroom, carry your Chromebook with two hands and the lid closed.
- **Never throw, slide, drop place headphones in Chromebook and close it, or press hard on your Chromebook cover. You will need to pay for the damaged screen, no exceptions.**
- No Food or Drink allowed by the Chromebook at any time.

**All chromebooks will be charged and ready for instruction each day.** Points will be taken off and students will either do work by hand, complete assignments for homework or be given an alternate assignment by the teacher.

Thank you for your time and attention to this important matter.

Mrs. Prati

