5061--TECHNOLOGY ACCEPTABLE USE POLIICY-STUDENTS

Purpose

Technology is a valuable and important to improve student learning and enhance the academic curriculum taught at the school. ST. MICHAEL'S CATHOLIC SCHOL'S objective is to provide students and employees with a wide range of information technology to support higher-level learning and instruccion in and outside of the classroom. ALL ST. MICHAEL'S CATHOLIC SCHOOL employees and students are expected to contribute to a safe and productive learning environment while using technology and related network resources. The rules and guidelines governing the use of ST MICHAEL'S CATHOLIC SCHOOL'S technology are outlined below.

Technology and Network Resources

For purposes of this policy, the term "technology" or "network resources" refers to all aspects of ST. MICHAEL'S CATHOLIC SCHOOL'S owned or leased electronic equipment (including computers, tablets, printers, scanners, cameras, etc.) email, internet services, serves, software, network files and folders and folders and all other technology-related equipment and services. These rules apply to any use of ST. MICHAEL'S CATHOLIC SCHOOL'S technology or network resources, whether this access occurs in school (live or virtual) or outside school. Students are expected to use technology and network resources in accordance with this policy.

Access to the ST. MICHAEL'S CATHOLIC SCHOOL wireless network WILL be restricted to ST. MICHAEL'S CATHOLIC SCHOOL approved electronic devices from 7:30 am to 5:00 pm on school days, If may also be restricted entirely or at certain additional time whenever deemed necessary. The use of personal electronic devices may be allowed   in the classroom (or library) at the sole discretion of faculty/staff. The use of personal electronic devices as a "hot spot" for students and others to bypass the school network is prohibited while on school premises.

Student Responsibilities and Acceptable Use

Student access to technology is a privilege, not a right. Students are expected to use technology in a responsible manner consistent with ST. MICHAEL'S CATHOLIC SCHOOL'S educational and religious objectives. The following list provides some examples of student responsibilities and acceptable uses of technology:

1. All technology must be used to further educational and religious mission of ST. MICHAEL'S CATHOLIC SCHOOL, and should be respected at all times. Students are responsible for reporting any misuse.
2. Students must use his/her real identity when using ST. MICHAEL'S CATHOLIC SCHOOL network resources.
3. The network is to be used to store and transmit school-related data only.
4. Students may be assigned unique email and login usernames and passwords to protect the information o the network. Do not access or use other people's accounts. Do not access or use other people's computers, or folders, or any other electronic device without express permission from the owner.

5. do not share passwords with any other person. ST MICHAEL'S CATHOLIC SCHOOL faculty and parents should be the only exceptions. If a student believes his o her password has been compromised, the students must immediately report this concern to a faculty member.
6. Students are responsible for all actions taken under student's username and password.
7. With the exception of an Apple ID, students should always use his/her ST. MICHAEL'S CATHOLIC SCHOOL email address or username when utilizing online resources for digital storage or collaboration.
8. Electronic communications (emails) between faculty and students must be made via ST. MICHAEL;S CATHOLIC SCHOOL internal email system. Electronic communications between faculty and students through personal accounts may be deemed inappropriate and result in disciplinary action.
9. Students should obtain permission before accessing, posting, or transmitting information belonging to others.
10. Students must respect network security and should not attempt to bypass any technological blocks placed on computers to protect students and filter content that the school has classified as objectionable. Faculty may request to unblock a website is appropriate and relevant to school activities.
11. There is no privacy online. Students should never provide personal information online or share any information the student does not want made available to the public.
12. Students should back up his/her work often. Do not use technology as an excuse. If your computer fails at home, you are still responsible for completing all assignments on time.
13. If applicable, students are responsible for regularly checking his/her teachers.
14. All student files stored on the network may be deleted at the end of each school year.

Unacceptable Uses of Technology and Network Resources

The use of technology and network resources must be consistent with the educational and religious objectives of ST. MICHAEL'S CATHOLIC SCHOOL. Examples of unacceptable uses of technology include, but are not limited to, the following:

- To access, post, publish or store any defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive or illegal materials that are inconsistent with the objectives and/or teachings of the school.
- To harass, intimidate, threaten or bully others, whether inside or outside of school.
- To steal or borrow intellectual property without permission.
- To plagiarize the work of others, or to use the work of others as your own without giving proper credit.
- To breach copyright laws by using unlicensed software or pirating audio or visual materials.
- To bypass ST. MICHAEL'S CATHOLIC SCHOOL content filter or network security.
- To knowingly spread computer viruses or malware.
- To send out "chain" emails, and/or surveys not approved by faculty or staff.
- To misrepresent one's own identify or the identify of others.
- To take a photo, record through video or audio any student or faculty member without his/her knowledge and consent.

- To express profanity or any other inappropriate content online, including ST. MICHAEL'S CATHOLIC SCHOOL website, email program, social media or other internet sites.
- To share personal information or information about any student or faculty member to anyone via the internet.
- To access another user's account or invade the privacy of others.
- To store or download unauthorized software programs, music, videos, games files or personal photos on ST. MICHAEL'S CATHOLIC SCHOOL computers.
- To play games, chat on-line, or watch videos during the school day unless associated with a class and permission from a teacher is explicitly given.
- To utilize encryption or software to hide activity that violates. ST. MICHAEL'S CATHOLIC SCHOOL's technology Acceptable Use Policy.
- To violate any federal, state, or local laws.

Social Networking (Facebook, Twitter, Texting, Blogs etc.)

Although social networking and texting normally occurs outside of the classroom, it may have a negative impact on the school community. If a student uses social networking or a personal electronic device to convey offensive or disrespectful communications inconsistent with this policy and/or the objectives of the school, ST. MICHAEL'S CATHOLIC SCHOOL reserves the right to take any disciplinary action it deems necessary to protect students and faculty. ST. MICHAEL'S CATHOLIC SCHOOL encourages parents to routinely view and monitor their student's personal networking sites and electronic devices to ensure the information and content does not place any student at risk.

Guidelines for social media networking:

- Be aware of what you post online. Social media venues, including wikis, blogs, photo and video sharing sites, are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you would not want friends parents, teachers, future employers, or God to see.
- Follow ST. MICHAEL'S CATHOLIC SCHOOL'S code of conduct when posting online. It is acceptable to disagree with someone else's opinions; however, do it in respectful manner. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, first and last names, phones numbers, addresses, exact birthdates, and pictures. Do not share your password(s) with anyone bedsides your teacher and parents.

No Expectation of Privacy

ST. MICHAEL'S CATHOLIC SCHOOL sets the terms and conditions of technology use. Students should have no expectation of privacy or anonymity while using technology and network resources provided by ST. MIVHAEL'S CHATHOLIC SCHOOL. All content created, sent, accessed or downloaded using any part of ST. MICHAEL'S CATHOLIC SCHOOL's technology or network

resources is subject to the rules stated in this policy. ST. MICHAEL'S CATHOLIC SCHOOL reserves the right to monitor the network and examine or remove electronic file and/or materials whenever it deems necessary. Students should never assume that emails, files or other content created or stored on ST. MICHAEL'S CATHOLIC SCHOOL's network will be maintained as private or confidential. Should ST. MICHAEL'S CATHOLIC SCHOOL determine here is a responsible need to do so, it reserves the right to search students, personal electronic devices (cell phones, laptops, etc.) brought on to school grounds.

Disciplinary Action

Violations of this Technology Acceptable Use Policy may result, at minimum, in the loss of technology and network privileges as well as appropriate disciplinary action (up to and including suspension or expulsion). Any violations of federal, state, or local laws will be reported to the appropriate authorities. Students who receive or learn of any harassing, threatening , or inappropriate electronic communications or postings should immediately notify the faculty member supervising the activity or ST. MICHAEL'S CATHOLIC SCHOOL's administration.

Access to Inappropriate Materials on the Internet/Disclaimer.

ST. MICHAEL'S CATHOLIC SCHOOL currently utilizes an internet content filtering system that reduces student access to offensive and pornographic materials. However, no filtering system is foolproof and ST. MICHAEL'S CATHOLIC SCHOOL cannot entirely control what students may or may not locate on the internet. While ST. MICHAEL'S CATHOLIC SCHOOL allows students to access the internet for educational purposes only, students may have the ability to access inappropriate materials. ST. MICHAEL'S CATHOLIC SCHOOL is not responsible for the content of the information or materials students may retrieve from the internet. Students who inadvertently access inappropriate materials must report the incident to the supervising faculty member or the school's administration immediately.

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