

# Sacred Heart Catholic School

## Technology Responsible Use Policy



Sacred Heart Catholic School  
7951 46<sup>th</sup> Way North  
Pinellas Park, FL 33781

# **Sacred Heart Catholic School Technology Acceptable Use Policy**

## **Initial Digital Learning Vision Statement**

*Our mission is to educate the whole person in light of the Catholic Faith. Our vision is to provide a challenging, dynamic academic program that integrates the best of traditional education with new and ever--emerging technologies, showing respect for the unique talents, gifts and needs of all our students. Sacred Heart students will be inquisitive, open--minded, life-long learners who are reflective and ethical users of 21st century digital tools.*

## **Creation of this Policy**

Sacred Heart Catholic School administration collaborated to craft and implement the following policy. The policy represents our commitment to best practices for the use of digital resources and hardware, administrative regulations, procedures, terms and conditions for use and user agreements consistent with the Catholic mission of Sacred Heart Catholic School.

## **Introduction**

This Technology Acceptable Use Policy for Sacred Heart Catholic School is enacted to provide the parents, students, and staff of the Sacred Heart Catholic School with a statement of purpose and explanation of the use of technology within the educational community. This policy is reinforced by practice, together with acceptable use standards, and is required reading before accessing the technology devices, digital resources, and network infrastructure of Sacred Heart Catholic School. Students and parents/guardians as well as all staff members must also read and sign the accompanying Statement of Responsibilities.

## **Purpose**

Sacred Heart Catholic School encourages the judicious use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. The school provides access to a wide range of information technologies to support learning, facilitate resource sharing, increase authentic communication, enhance student engagement, and assist staff and students in acquiring innovative skills. The technology devices, digital resources, and network infrastructure will also be utilized to share relevant school information with, as well as encourage and develop links to the local and global community.

## **Safety**

With digital access to people all over the world also comes the availability of material that may not be, or is not, of educational value in the context of our Catholic School setting. The faculty and administration at the Sacred Heart Catholic School have taken

precautions to control access to controversial materials by being present and vigilant at all times when students access digital content, by installing software to block inappropriate sites and log access, and by instructing students in the proper and appropriate use of 21st century digital resources and hardware. However, it is impossible to control all digitally-accessed materials and an industrious user may discover controversial information. We firmly believe, however, that the benefits of the valuable information and interactions available on the network far outweigh the risks that users may procure material that is not consistent with the educational goals of our school community.

### **Definitions**

“Technology devices, digital resources, and network infrastructure” is defined as the the Sacred Heart Catholic School, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

“Information technology” is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.

“Educational use” is defined as a use that supports communication, research, and learning.

“Devices” refer to diocesan owned/leased, staff owned devices, and student owned devices.

### **Children’s Online Privacy Protection Act (COPPA)**

Congress enacted the Children’s Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children’s online privacy. The Commission’s original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Sacred Heart Catholic School works diligently to comply with COPPA requirements. The Sacred Heart Catholic School does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Sacred Heart Catholic School will use an internal school identification number to represent each student user.

## **Content Filtering**

Sacred Heart Catholic School uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). Sacred Heart Catholic School is aware that not all inappropriate information can be filtered and the school will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. The school educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyberbullying awareness and response.

## **Monitoring**

Sacred Heart Catholic School monitors the use of the school's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the Sacred Heart network. The information on the network in general files, Sacred Heart, domain files and email and third-party devices brought into the school building by students is not private and is subject to review by the network manager at the request of Sacred Heart Catholic School administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

Sacred Heart Catholic School will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of Sacred Heart Catholic School.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the Sacred Heart Catholic School Technology Acceptable Use Policy, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or Sacred Heart Catholic School Policies. The investigation will be reasonable and in the context of the nature of the alleged policy violation.

Sacred Heart Catholic School provides staff and students with an account and many web based programs for schools to use.

Among the purposes for integrating services in our school environment are to:

- Address equitable digital access
- Enhance collaborating in the learning environment
- Promote authentic 21st Century learning and teaching
- Provide opportunity to grow as digital citizens
- Enhance the daily educational experience

### **Uses for Student Email Through Sacred Heart Catholic School Domain**

Email can be a powerful communication tool for students to increase communication and collaboration.

### **General Email and Online Chat Guidelines**

*Below is a general summary of guidelines related to email and any form of online chat or instant messages:*

- All emails to staff and faculty should model proper etiquette and format (which will be taught in class). The content should be specific to school related subjects.
- Email and online chat among students is to be used for school-related communication. (continues next page)
- The following actions are prohibited:
  - \* Sending harassing email, instant messages or content.
  - \* Sending offensive email, instant messages or content.
  - \* Sending spam email, instant messages or content.
  - \* Sending email or instant messages containing a virus or other malicious content.
  - \* Sending or reading email or instant messages at inappropriate times, such as during class instruction time.
  - \* Sending email or instant messages to share test answers or promote cheating in any way.
  - \* Using the account of another person.

## **User Access and Explanation of Guidelines**

Access to information technology through the Sacred Heart Catholic School domain is a privilege, not a right. Students, parents, and staff shall be required to read the Sacred Heart Catholic School Technology Responsible Use Policy and sign and return the Statement of Responsibilities.

Sacred Heart Catholic School Responsible Use Policy shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by school disciplinary policies as outlined in the policy manual of Sacred Heart Catholic School handbook.

Since information technology is constantly changing, not all circumstances can be anticipated or addressed in this policy. All users are expected to understand and comply with both the “letter” and the “spirit” of this policy and show good judgment in their use of these resources. Any questions should be addressed to the Administration.

Sacred Heart Catholic School provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. Students who have doubts regarding whether a resource has educational merit, should ask a staff member.

## **Scope of Technology Policies**

The scope of the policies includes Sacred Heart Catholic School domain, Sacred Heart Catholic School network, Sacred Heart school grounds or at/during Sacred Heart school functions, use of Sacred Heart Catholic School accounts, and Sacred Heart Catholic School issued devices.

## **Expectation of Privacy**

At any time and without prior notice, Sacred Heart Catholic School reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

## **Consequences for Violation of Technology Policies**

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure or any information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be revoked.

## **Unacceptable Uses of Technology Resources**

**Inappropriate technology use includes but is not limited to the following:**

### **Hardware/Software:**

- Interfering with the normal functioning of devices, computer systems, or computer networks.
- Damaging or theft of devices, computer systems, or computer networks.
- Accessing, modifying, or deleting files/data that do not belong to you.
- Intentionally wasting limited network or bandwidth resources.
- Destructions/vandalism of system software, applications, files or other network resources.

### **Ethical Use**

- Sending or publishing offensive or harassing messages and content.
- Accessing dangerous information that, if acted upon, could cause damage or danger to others.
- Employing the network for commercial or political purposes.
- Using the network / Internet to buy or sell products.
- “Hacking” and other illegal activities in attempt to gain unauthorized access to restricted files, other devices or computer systems.
- Uploading any harmful form of programming, bypassing filters, installing any type of server, aliasing / spoofing, peer-to-peer networking or remote-control software.

### **Security**

- Giving your username or password to any other student, or using the username or password of someone else to access any part of the system.
- Sharing and/or distribution of passwords or using another student or faculty member’s password.
- Gaining unauthorized access to computer and or telecommunications networks and resources.
- Possession of and/or distribution of any software tools designed to facilitate any of the above actions will also be considered an offense.

### **Inappropriate Materials & Behavior**

- Viewing, transmitting or downloading pornographic, obscene, vulgar and/or indecent materials.
- Intentional viewing, downloading or distribution of inappropriate and/or offensive

materials.

- Using obscene language, harassing, insulting or bullying others, posting of private or personal information about another person, spamming of the school email system, violating any federal or state law, local regulation or school policy.

## **Copyright**

- Violating copyright laws and/or the diocesan policy on plagiarism.
- Copying software or applications from Sacred Heart Catholic School devices through any electronic means unless the licensing agreement in place for the software allows user distribution.

### Saving inappropriate files to any part of the system, including but not limited to:

- *Music files*
- *Movies*
- *Video games of all types, including ROMs and emulators*
- *Offensive images or files*
- *Programs which can be used for malicious purposes*
- *Any files for which you do not have a legal license*
- *Any file which is not needed for school purposes or a class assignment.*

Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

## **Sacred Heart Catholic School Limitations of Liability**

Sacred Heart Catholic School makes no warranties of any kind, implied or expressed, that the services and functions provided through the technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. Sacred Heart Catholic School will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

Sacred Heart Catholic School, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

Sacred Heart Catholic School staff assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this Technology Acceptable Use Policy. Parents/guardians



should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Administration of Sacred Heart Catholic School.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result of their student's inappropriate or illegal activities on the Sacred Heart Catholic School network. Parents and guardians agree to reimburse Sacred Heart Catholic School for any expenses or damages incurred in the use of school owned devices.

### **Modification**

Sacred Heart Catholic School reserves the right to modify or change this policy and related implementation procedures at any time without prior notification.

## **Sacred Heart Catholic School Student/Parent Statement of Responsibilities**

### **Student Expectations**

I have read, understand and will follow this Acceptable Use Policy. If I breach this agreement, the consequences could include suspension or revocation of Technology privileges and/or disciplinary action. I also understand the school network, domain and email accounts are owned by Sacred Heart Catholic School and Sacred Heart Catholic School has the right to access any of the information used through the mediums provided through the school at any time.

### **Parent/Guardian Acceptable Use Signature**

Parent collaboration and consent is a crucial focus of Sacred Heart Catholic School. Through our technology integration, we want to work with parents so they understand the various initiatives that are taking place at school. We encourage you to have your children guide you through their work so you will see their progress as it develops.

As parents, students and teachers working together, we become an ever-stronger learning community, therefore, creating more opportunities for our students to become more successful. As the parent or guardian of this student, I have read the Sacred Heart Catholic School Responsible Use Policy. I understand that technology is provided for educational purposes in keeping with the educational goals of the Sacred Heart Catholic School and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. **I understand that children's information technology activities at home should be supervised by me as they can affect the academic environment at school.**

I understand the importance of this Responsible Use Policy and will support my student in adhering to it. I am aware that if my child breaches this agreement, the consequences could include suspension or revocation of Technology privileges and/or disciplinary action. I also understand the school network, domain and email accounts are owned by Sacred Heart Catholic School and that Sacred Heart Catholic School has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources at Sacred Heart Catholic School.

**Parent/Guardian Student Images for Educational Purposes**

Sacred Heart Catholic School attempts to provide students with the best educational practices and resources. Images and videos may be used in the classroom setting to enhance and enrich student learning. Images and videos should be taken and used for educational purposes only. School images and student images should not be used on non-school or non Sacred Heart Catholic School Domain based sites/apps (i.e. personal accounts). The use of videos and images is used at the discretion of the classroom teacher and the Sacred Heart Catholic Administration.

**Sacred Heart Catholic School Device Statement of Responsibility for Parent/Guardian and Student**

We understand that we are accepting responsibility for any damage, destruction, or loss of the assigned Device. We understand that we are responsible for the total cost of replacing a damaged, destroyed, or lost device.

_____	_____
Parent or Guardian Name (please print)	Student Name (please print)
_____	_____
Parent or Guardian Signature	Student Signature
_____	_____
Date	Date



I have read and understand  
the Sacred Heart Catholic School RUP.



I have read and understand  
the Sacred Heart Catholic School RUP.

Chromebook Number: \_\_\_\_\_