

## Policy 4300

### USE OF TECHNOLOGY AND SOCIAL MEDIA

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology.

The Internet is a tremendous resource for our children and staff and connects them to the rest of the world and to a vast information system. At the same time we recognize that the Internet can provide access to some material that may be inappropriate, offensive, or obscene. We believe that our children need to, and can learn to use this resource in an appropriate manner.

The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

#### Scope of Use

The digital world allows anytime, anywhere access. Uses mentioned in this policy apply to inside school use and may in certain instances apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, these activities may be viewed as a violation of the “Acceptable Use Policy” and may be subject to the disciplinary measure found herein. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

#### Responsibilities of User

The Catholic schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

The following conditions or facets of being a digital citizen:

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will not use technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.

- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

### **Acceptable Use**

- No student will be allowed to use the internet until he or she has taken an Internet orientation.
- All students will be **actively supervised by** a teacher, librarian/media specialist, designated para professional or administrator when using on-line resources.
- E-mail is restricted for faculty and staff use.
- The use of the Internet will be consistent with the educational objectives of the school.
- When teachers are using a specific web site, they will preview it for content before allowing students to access the site.
- Students who are allowed to search for information will be **actively supervised.**
- General rules and policies found in the school parent-students handbook apply to all students using the internet.
- No personal information (names, phone numbers, pictures, etc.) will be given out over the internet.

### **Unacceptable Uses**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Attempt to circumvent system security or use another individual's password.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher direction.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees.
- Harm the goodwill and reputation of the school or system in the community.
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

### **Administrative Rights**

Catholic school administrators have the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of technology, Catholic school administrators reserve the right to amend or add to this policy at any time without notice.

### **Personal Use of Social Media**

When teachers and students use personal or social media sites such as, but not limited to Facebook, Twitter, Youtube and Myspace they may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

Friending of current students by teachers and vice versa is forbidden on a **teacher's personal social networking site**. Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

### **Communications**

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include:

- Teacher school web pages, wiki or LMS site like, but not limited to, Moodle or Teacher Web.
- Teacher school email address.
- Teacher school phone number.
- Teacher created, educationally focused networking sites.
- No employee or volunteer is permitted to 1-on-1 SMS/text message any student and likewise no student is permitted to 1-on-1 SMS/text message any employee or volunteer.

Electronic and Mobile Devices, Cell phones: Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purposes, the school administration and/or teacher will provide parameters for this use, example: an SMS/text connected Twitter feed for a course, club or sport.

### **Policy Violations**

Violation of the above rules will be dealt with by the administration of the school.

Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.