

# **Diocese of Oakland Technology Responsible Use Policy Students and Parents**

## **Introduction**

The Diocese of Oakland recognizes the various ways, both positive and negative, that students and parents can use technology both in school and at home. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community. While using technology, students are expected to:

1. Treat others with respect and compassion in all interactions, including online communication
2. Care for school devices and systems, and not vandalize or intentionally damage them in any way
3. Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission
4. Use school technology resources for educational purposes only
5. Use personal technology only as directed by staff while at school

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

## **Jurisdiction and Definitions**

While using technology, students are expected to comply with the code of conduct published in the school's parent-student handbook. The school's jurisdiction with respect to conduct includes:

- When the student is on school grounds, or on the way to or from school
- At officially sanctioned school-sponsored events, or on the way to or from such events
- Outside of the school when a student's actions negatively impact another student, staff member, or the school

Parents are also expected to abide by the code of conduct found in the school's parent-student handbook, to the extent that their technology use affects other members of the school community.

For purposes of this document, "technology" includes, but is not limited to:

- Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices, networking equipment, or accessories
- Software: operating systems and programs
- Services: email, web sites, web apps, learning platforms, internet service
- Telecommunications: transmission or publishing text messages, chat room commentary, comments, pictures, videos, audio recordings, posts on social networking sites, blogs, wikis, gaming, chats, and other digital transmissions.

"Personal information" includes a person's name, address, email addresses, phone numbers, online accounts, or other contact or identifying information.

## Technology Responsible Use Agreement

As a member of the school community, I agree to the following rules and code of ethics:

**1. I will treat others with respect and compassion in all interactions**, including online communication. I will treat others kindly in all communications, including “private” messages. I will not publicly disparage the school, staff, students, or other members of the school community. I recognize that anything sent using technology can be copied and saved forever online.

I will not transmit inappropriate material to others via messages, social media, or other ways. Examples of inappropriate material include messages or images that are intentionally insulting, sexually explicit, racist, sexist, use foul language, depict alcohol or drug use, or include graphic violence. Such material usually upsets other students and is brought to the attention of teachers, even when sent outside of school.

**2. I will care for school devices and systems**, and not vandalize or intentionally damage them in any way. This includes hardware, software, and internet services owned, provided, or supported by the school. I will not waste school resources like paper or ink.

**3. I will respect others privacy and work**, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission. I will not attempt to log into any device, program, or service as another person. I will protect and respect others work: for other students, I will not attempt to alter or delete their work without permission. For creators who have shared their work online, I will respect copyright, abstain from piracy, and avoid plagiarism.

**4. I will use school technology resources for educational purposes only.** I will stay on task during classroom activities using technology. I will not use school devices, software, or systems (like wifi) for non-school purposes like chat, gaming, playing music or watching videos. I will not use school resources for any commercial enterprise. I will not search for material on the internet that is illegal or inappropriate for school, and if I encounter such material accidentally I will not pursue it.

**5. I will use personal technology only as directed by staff while at school.** I will only use my personal technology (including devices and internet service) at school if allowed by the school and staff. If permitted, I will use my personal technology only for educational purposes. I understand that my personal technology is still governed by this Technology Responsible Use Policy and/or the school’s BYOD (Bring Your Own Device) policy. The school will not be responsible for the security, troubleshooting, charging, or repair of personal devices.

Any user who violates the Responsible Use Policy or local, state, or federal law, faces the restriction or loss of technology privileges, disciplinary action, and may face legal prosecution. Parents may be held financially responsible for any student action that results in damage to school technology or a cost to the school.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Student Name: \_\_\_\_\_

By signing below, I give permission for my child to use technology in accordance with the rules and code of ethics above:

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Parent/Guardian Name: \_\_\_\_\_