TECHNOLOGY
*Acceptable Use Policy 8-15-2019

Queen of All Saints School provides technology resources to its students and staff for educational and administrative purposes. The goal of providing these resources is to promote educational excellence by facilitating resource sharing, innovation, and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to technology provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of technology, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the technology and technology networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to technology and technology usage in schools.

Queen of All Saints follows the Archdiocesan guidelines for technology protocol:
- prevent user access over its technology and technology network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification;
- comply with the provisions of the Children's Internet Protection Act (Pub. L. No. 106-554 47 USC 254(h)).

Use of the technology resources that are prohibited include, but are not limited to:
- violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including the hacking of any technology system;
- downloading unacceptable materials;
- re-posting personal communication without the author's prior consent;
- violating copyright law;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on any school-owned technology device without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using the Internet for entertainment;
- using the Internet for unauthorized purchases.

The school is primarily responsible for:
- content filtering that blocks multiple categories of objectionable web content. Combined with close supervision by faculty and education on safe use of the Internet, our students have the opportunity to safely explore a wealth of educational resources available on the Internet. The purpose of this Acceptable Use Policy is to establish guidelines that provide safe and responsible access to resources by all students.

- providing guidance to the student in Internet use and monitoring the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, we encourage parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.
- teaching proper techniques and standards for Internet participation;
- guiding student access to appropriate areas of the Internet;
- informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary action;
- monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource;
- disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The school is not responsible for:
- unauthorized costs or charges that are incurred by students over the Internet;
- any damages the student may incur, including loss of data;
- the accuracy or quality of any information obtained through any school Internet connection.

The use of technology is an instructional tool in the classroom and is only utilized when permission is granted by the presiding teacher.

The Parent/Student Handbook addresses student use of electronic devices during regular school hours and during school-sponsored activities.

Student-owned computers, when used in school, must follow the same procedures as school-owned equipment. Student-owned computers cannot be used on school premises without school consent.

All students in grades 7 and 8 will be issued a Chromebook to be utilized in school and at home for educational purposes only. All students at Queen of All Saints School will use online educational resources that may require the creation and use of student usernames and passwords.

Parents are responsible for any loss of or damage to school-owned computers, electronic devices, and accessories.

Parents and students must sign and acknowledge the Acceptable Use Policy. Parents must authorize students to have access to the school technology resources at the beginning of each school year.

*This policy may be amended. You will be informed if the policy is amended in any way.