

SFA Technology Acceptable Use Policy

The following is the acceptable use policy for Students, Faculty, and Staff on the ethical use of electronic devices at St. Francis of Assisi Catholic School. This policy applies to all telephone, video, computer network (school and guest), and any electronic device and internet uses.

1. I will be a responsible Digital Citizen, and I will help others to be responsible citizens. Students will not send, write, access, or collect material that can be hurtful or offensive to anyone or post or view any material that is considered inappropriate for a minor. SFA maintains the ability to determine where, for what purpose, and by whom any school owned device has been used.

2. I will be responsible for all material posted to my account while using school resources. The use of social media and personal email is prohibited on campus unless the student has the express permission of a teacher. All students will be assigned a school sponsored email for the express use of educational purposes. All communication using school computers must include the real name of the user and the school sponsored email address. No pseudonyms (fake names) or anonymous messaging is permitted. Students are encouraged to report such messages to a teacher. Students may not change their username or password.

3. I will only use my email account, password and log in credentials. Students may not use a computer that has been issued to another student. Students may not use another student's username, email address or password to log into their own device. All students must use the laptop that has been assigned to them for each class period.

4. I will always leave the computer/iPad how it was setup. Students should never add any new programs, remove applications from the hard drive, download or install any software or files (including screen savers, widgets, archived games, or file sharing software). Any changes that are made to a computer/iPad will be done with the direct guidance of a teacher or staff member of St. Francis.

5. I understand that there is no expectation of privacy in regards to the contents placed on the school issued computer. Students should keep in mind that the school reserves the right to monitor students' work. Computers will be inspected randomly throughout the school year. The school is responsible for investigating possible policy violations and for enforcing all school rules that may apply. Students should not clear the browser history on any Internet browser.

6. I will only open the laptop/iPad or be online when a teacher is present in the classroom. Laptops must remain closed until students are instructed to open them. Students will not be on any website during the school day without the express consent of the teacher. (YouTube, any gaming sites, video sites, Etc.) At the end of every class period each student must properly store their device.

7. I am responsible for damages to the device issued to me. This also may include viruses to the operating system and other school installed software resulting from deliberate or willful acts. Students should never place any stickers or decals on the computer/iPad.

8. I promise to respect all copyright laws. Students will cite all works and will not copy or share it without permission.

9. I understand that the use of all electronic devices is a privilege, not a right. I promise to follow the school rules applying to behaviors conducted online in any situation, at any location. I understand there will be disciplinary consequences as a result of my actions. Users will be held accountable for actions using their school accounts while off campus and for any material posted online using school accounts. Users will not access materials that are inappropriate for Catholic school or promote violence or illegal acts. Parents or guardians should review their expectations with their students.

10. For iPad Cart Users: I will never remove an iPad from the classroom or the cart without a teacher's permission. I will not unlock the cart unless I have permission from the teacher. At the end of every class period/day (at teacher's discretion) student must log off of the device and return it to the laptop cart to be charged.

11. CONSEQUENCES OF INAPPROPRIATE USE: The ultimate decision of “inappropriate use” is up to the administration. Consequences for violations of this policy can result in the following (depending on the severity of the offense and the frequency of behavior problems): - removal of Internet privileges for a period of time, removal of using any school technology for a period of time, detention, suspension, expulsion, or reported to the proper authorities.

Disclaimer:

The Securly System Alerts and its ability to identify potential self-harm, suicide ideation and cyberbullying is inherently disadvantaged by software technology and limitations on the ability to effectively monitor the alerts. St. Francis of Assisi Catholic School obtained Securly software recognizing that it is only an aid and does not guaranty either prevention or detection of self-harm or cyber-bullying. St. Francis only monitor the alerts during the school hours and it is the parent/guardian responsibility to monitor their child’s computer before and after school hour including weekends, holiday and vacations.

----- return the portion below -----

STUDENT SECTION - I will abide by these promises while I attend St. Francis School. I understand that if I violate any of these promises my use of the electronic device may be terminated or limited. I also understand that by not abiding by these rules I may not be able to participate in certain technology activities, and/or I may face other disciplinary measures.

Student’s name (please print)

Student’s signature

Date

PARENT OR GUARDIAN SECTION - As a parent or legal guardian of the student signing, I have read and agree with the Technology Acceptable Use Policy and Parent Responsibilities and grant permission for my son or daughter to access the Internet for educational purposes. I understand that St. Francis of Assisi School’s technological resources are designed for educational purposes. I also understand that it is impossible for St. Francis of Assisi to restrict access to all controversial materials, and I will not hold SFA responsible for materials acquired on the network. The school is not liable in any way for irresponsible acts on the part of the student. I accept full responsibility for supervision if and when my child’s electronic device usage is not in a school setting.

Parent’s name (please print)

Parent’s signature

Date