

# TECHNOLOGY POLICIES

## Technology Acceptable Use Agreement

The goal of the technology environment is to support all educational and instructional needs of the students and the teachers of John Carroll Catholic High School. ***Use of any and all resources should be considered a privilege and not a right.***

### Introduction:

- **User** will include anyone, including employees, students and guests using any of JCCHS's technology, including, but not limited to, computers, both wired and wireless networks, Internet, email, chat rooms, phones and other forms of technology services and products.
- **Network** is both the wired and wireless networks including our Wide Area Network.
- **Equipment** includes, smart phones, cellular phones, ios devices, desktop computers, tablets, laptops, Chromebooks and any portable storage device.

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the intention of John Carroll Catholic High School to provide all students and employees with access to a variety of technology resources. All JCCHS students and staff must acknowledge and adhere to this Agreement.

The creation of a large and varied technology environment demands that technology usage be conducted in legally and ethically appropriate ways. We recognize that the use of technology always requires attempts to balance the benefits against the possibilities of danger, security problems, and abuse. Rapid changes in technology and growth in the range of content available makes this a constant challenge. Thus, it is the intention of John Carroll Catholic High School that all technology resources will be used in accordance with any and all school system policies and procedures as well as local, state, and federal laws.

Some of these procedures pertain to technology equipment personally owned by school employees and students and brought into school facilities. All personal technologies used on the JCCHS campus are subject to this agreement and may be used only if such use is in compliance with all school system policies, procedures, and guidelines as well as local, state, and federal laws. This would also include any external storage medium including Dropbox, Google Docs or similar online storage.

Employees are prohibited from emailing outside the school system or storing/saving on external storage devices or portable devices that do not remain on campus, electronic copies of student or staff personal information. This information includes, but is not limited to data containing social security numbers, information protected by FERPA, and any other sensitive and/or protected information. In the event that this type of

information is stored on a portable or external device and said device is lost or stolen, the Director of Technology should be notified immediately.

Any questions about this agreement, its interpretation, or specific circumstances shall be directed to the Director of Technology before proceeding. Violations of this agreement will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

## **I. ACCESS:**

- A. The use of all John Carroll Catholic High School's technology resources is a privilege, not a right, and inappropriate or suspected inappropriate use can result in a cancellation of those privileges, pending investigation. Moreover, users of John Carroll Catholic High School's technology must be aware that John Carroll Catholic High School cannot assume any liability arising out of the illegal or inappropriate use of technology resources. The Director of Technology and school administrators will determine when inappropriate use has occurred, and they have the right to deny, revoke, or suspend specific user accounts.
- B. Users should not purchase or dispose of software, hardware, peripherals, or other technology related devices without consulting the Director of Technology.
- C. Individuals identified as a real or suspected security risk can be denied access.
- D. Any use of technology resources that reduces the efficiency of use for others can be considered a violation of this agreement.
- E. Personal technology-related devices (if connected to the JCCHS network) such as, but not limited to laptops, mobile devices, smart-phones, iPods, etc. used on school grounds are subject to all items covered in this agreement and other applicable published guidelines.

## **II. PRIVACY:**

- A. To maintain network integrity and to insure that the network is being used responsibly, The Director of Technology and administrators reserve the right to inspect any and all data, including data stored by individual users on individual school or personal devices (if connected to the JCCHS network). Users should be aware that activities might be monitored at any time, without notice.
- B. Users should not have any expectation that their use of technology resources, including files stored by them on the John Carroll Catholic High School's network, will be private and will be secure from access by others. Reasonable steps will be taken to maintain the security of technology resources, but no assurance can be given that penetration of such security will not occur. Because communications on the Internet are public in nature, all users should be careful to maintain appropriate and responsible communications. John Carroll Catholic High School cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet, email correspondence, telephone, etc.
- C. Users are encouraged to avoid storing personal and/or private information on technology devices or network resources owned by the school.

### III. DATA SECURITY:

- A. Students and staff are expected to follow all local, state and federal laws in addition to this acceptable use agreement regarding the protection of student and staff confidential data.
- B. Individuals may not attempt to log into the network using any network account and/or password other than the login(s) assigned to him/her. Individuals may not allow someone to use his/her network account and/or password to access the network, email, or the Internet.
- C. In emergency situations, student pictures or other personally identifiable information can be shared with outside agencies in accordance with this signed "John Carroll Catholic High School Acceptable Use Agreement" and in accordance with FERPA guidelines.
- D. District or school data, such as but not limited to Renweb information, accessed through school system technology resources may not be used for any private business activity.

**The technology staff does perform routine backups in an effort to assure continuity of business. There can be no assurance, however, that technology resources will be available within a particular time frame following an outage. There is no guarantee that information that existed prior to an outage, malfunction, or deletion, can be recovered. Users are expected to maintain and back-up their critical files and data.**

### IV. COPYRIGHT:

Any questions about copyright provisions should be directed to the district Directory of Technology or Dean of Students.

- A. Moving forward, legal and ethical practices of appropriate use of technology resources will be taught to students and employees in the system (i.e. Youth Protection, orientation, or faculty meetings, etc). Again, all questions regarding legal and ethical practices of appropriate use should be directed to the Director of Technology or administration.
- B. Copyright is implied for all information (text, data, and graphics) published on the Internet. Student and employee web page authors will be held responsible for the contents of their pages. Do not "borrow" icons, sounds, or graphics from other pages without documented permission. It is the student or employee's responsibility to secure proper usage permission. Duplication of any copyrighted software is prohibited unless specifically allowed in the license agreement and, then, should occur only under the supervision and direction of the administration.
- C. A backup copy of all purchased software programs should be made and, thus, become the working copy. All original copies of software programs, including those purchased with departmental funds need to be stored in a secure place. For security and insurance purposes, the Director of Technology and administrators will be the only ones with access to original software disks, with the exception of CD-ROMs required when accessing the program.

In almost every case, if a single copy of a given software package is purchased, it may only be used on one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," is NOT allowed. If more than one copy of a software package is needed, a site license, lab pack, network version, or Internet portal license must be purchased. The Director of Technology, principal, assistant principal, and the person requesting the software will be responsible for determining how many copies should be purchased.

Either the Director of Technology or principal is authorized to sign license agreements for the school.

## **V. EMAIL:**

John Carroll Catholic High School will provide access to email accounts for all employees and students. This agreement addresses each user. Email accounts may be granted for school related organizations or classes with designated employee sponsors. John Carroll Catholic High School and third party vendors will make a reasonable effort to maintain (backup) email for normal business operations. Backups are maintained for a maximum of 14 days. Technical support is provided for John Carroll Catholic High School email accounts used to conduct educational and/or instructional business.

- A. Personal use of email is permitted as long as it does not violate the John Carroll Catholic High School's Acceptable Use Agreement and/or adversely affect others or the speed of the network.
- B. Use of John Carroll Catholic High School's email accounts for harassing or threatening is strictly prohibited.
- C. John Carroll Catholic High School's email accounts may not be used for political activity, personal gain, commercial purposes, or profit.
- D. When using email, all employees are responsible for maintaining professionalism at all times. Avoid impulsive and informal communication. Employees must be constantly mindful of the need to review carefully and reconsider email communications before responding to and/or sending email. As a general rule, the content of an email should be acceptable to a general audience.
- E. SPAM- John Carroll Catholic High School's email accounts may not be used for attempting to send or sending anonymous messages. John Carroll Catholic High School's email accounts may not be used for sending mass emails unless to parent lists or for other educational purposes.
- F. John Carroll Catholic High School's email accounts may not be used for posting or forwarding user's personal communication without the author's consent.
- G. Because email is not securely transmitted, discretion must be used when sending, or encouraging the receipt of email containing sensitive information about students, families, school system employees, or any individuals. There can be no assurance that email will be confidential and/or private.
- H. There is a limit on storage for email accounts. Users meeting or exceeding the limit will be unable to send or receive emails. Users who are required to maintain email for more than 180 days should print said emails.
- I. Incoming and outgoing email is filtered for inappropriate content. However, no filtering system is foolproof, and material deemed inappropriate by individual users

may be transmitted in spite of filtering. John Carroll Catholic High School cannot assume any liability for such breaches of the filter.

- J. Email accounts will automatically expire on the last full day of employment.
- K. At the discretion of the Director of Technology, email accounts may be locked without notice.

## **VI. INTERNET USE:**

The intent of John Carroll Catholic High School is to provide access to resources available via the Internet with the understanding that staff and students will access and use information that is appropriate for their various curricula. All school rules and guidelines for appropriate technology usage, as well as local, state, and federal laws apply to usage of the Internet. Teachers should always screen all Internet resources before projecting them in the classroom.

Internet activity can and will be monitored, along with other aspects of technology usage. Internet access for all users is filtered, through one central point, by URL (web address) and by IP address and may be filtered by keyword. URLs (web addresses) and IP addresses may be added to or deleted from the filtered list by the Director of Technology and his or her designee. Staff members may request to review filtered categories. Users requesting sites for blocking or unblocking must list specific URLs. Successful or unsuccessful attempts to bypass the Internet filter by using proxies or other resources are a violation of this agreement.

## **VII. WEB PUBLISHING:**

The John Carroll Catholic High School's web site is limited to usage associated with activities of John Carroll Catholic High School. The web site cannot be used for personal financial gain, to express personal or political opinions, or to editorialize. The Director of Technology reserves the right to reject all or part of a proposed or posted web page.

- A. All pages posted on the John Carroll Catholic High School's web site must be designed/written with approved software. This includes John Carroll Catholic High School hosted websites, SharePoint, wikispaces, School In Sites, Edmodo, etc.
- B. It must be easy to determine the name or title of the person responsible for the content on each web page or sections of web pages housed on the John Carroll Catholic High School's website.
- C. A staff member's primary web page should be housed on the John Carroll Catholic High School web site.
- D. Links from pages housed on the John Carroll Catholic High School website to personal blogs, social networking sites, advertisements unrelated to school system business, and/or personal web pages are prohibited.
- E. Student pictures or other personally identifiable information can be used in accordance with the signed "John Carroll Catholic High School's Acceptable Use Agreement" and in accordance with CIPA and FERPA guidelines. Student posting of personally identifying information of any kind on the John Carroll Catholic High School's website or linking to personal information from the John Carroll Catholic High School's website is prohibited. Personally identifying information includes

home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

- F. Individual students may be identified by first name and first letter of last name unless permission to do so is denied by the parent or guardian in writing on the Media Release form. Full names may be used in reporting student participation in school sponsored extracurricular activities, achievements, and other positive recognitions unless permission to do so is denied by the parent or guardian in writing on the Media Release form.
- G. Caution should be used when photographs of any students are included on web pages. Group photographs without names are preferred for all students. Photographs of individual students, with full names, may be used to recognize student achievements, and other positive recognitions unless permission to do so is denied by the parent or guardian in writing on the Media Release form.
- H. No written permission is required to list faculty/staff and their school contact information (phone extension, email address, etc.) Permission for publishing employee photographs on the John Carroll Catholic High School's website is assumed unless the employee specifies otherwise in writing to the administration.

## **VIII. SOCIAL MEDIA RECOMMENDATIONS**

Social media can be a valuable tool for both personal and professional use. However, as with any tool, it must be used with skill and care. The guidelines below have been developed to help protect students and employees from charges of inappropriate use. Although many of the items below specifically reference Facebook, Twitter, Instagram, Snapchat, and Vine, the guidelines and cautions apply to all social networking venues. It is strongly recommended that teachers do not "friend" current students and/or students under 18 years of age. There may be exceptions, such as a relative, a friend's child, etc.; however, as a general rule, it is recommended that teachers do not "friend" students, and they assume personal responsibility if they choose to do so.

John Carroll Catholic High School has created and hosts or recommends several options for teachers to safely use social media for instructional purposes including, but not limited to, Edmodo, Google Classroom, and wikispaces. Technology personnel have immediate access to online dialogue when challenges are made regarding inappropriate use if the sites are hosted by John Carroll Catholic High School. A potential danger exists when employees communicate directly with students or instruct students to communicate directly to each other or the general public on social media sites that are not hosted by John Carroll Catholic High School.

School sponsored and approved teacher websites, including email and the Renweb parent portal should be the primary means for electronic parent communication.

- A. Remember, once something is posted on a social networking site, it may be available forever.
- B. Please avoid posting comments that discuss or criticize others.
- C. Only post what could be shared in a face-to-face meeting with the public. No confidential student information.
- D. Make sure posts and pictures are presented in a professional role or manner.

## **IX. EXAMPLES OF INAPPROPRIATE USE OF RESOURCES:**

This list is not all-inclusive, but is intended to provide general guidance. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form. The following are examples of inappropriate activities when using any John Carroll Catholic High School's network, email system, hardware, software, technology service, and/or Internet access:

- A. Using another user's password or attempting to discover another user's password
- B. Sharing password
- C. Unauthorized access of another user's files, folders, home directory, or work
- D. Harassing, insulting, embarrassing, or attacking others via technology resources
- E. Damaging any technology resources, including, but not limited to, printers, telephones, computers, computer systems, or computer networks.
- F. Placing irresponsible demands on limited resources such as Internet bandwidth, disk space and printing capacity
- G. Accessing inappropriate material from websites or attempting to bypass the Internet filter to access websites that have been blocked.
- H. Sending, displaying, or downloading offensive messages or pictures
- I. Using obscene, racist, profane, discriminatory, threatening, or inflammatory language in a document, email, etc.
- J. Using a digital camera, camera phone, or any other device capable of storing a still or video image to take inappropriate and/or embarrassing pictures
- K. Editing or modifying digital pictures with the intent to embarrass, harass or bully
- L. Posting any false or damaging information about other people, the school system, or other organizations
- M. Using images or text from an online source without appropriate reference (i.e. plagiarism)
- N. Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)

### **Social Media**

The good name, reputation, and personal safety of each student, faculty, and staff member as well as the good name of John Carroll as an institution of the Catholic Church, is vitally important. At times, Internet activities (such as blogs, chat rooms, and other social media, etc.) that a student may independently choose to participate in can make the student vulnerable to predators. We strongly advise our students to be very careful about the personal identification information they share via the Internet. We also advise parents/guardians to monitor these sites to be sure their child remains safe. Should information come to the school regarding a student sharing personal identification information and/or information concerning a student demeaning him/herself, the school will notify the parents/guardians and it will be the parents'/guardians' responsibility to take action. Should a student demean the good name, reputation, or personal safety of the school, students, faculty, or community, the school will notify the parent/guardian and appropriate disciplinary action may be taken by the school.

In order to protect each and every student, as well as employees and the institution itself, every student enrolled at John Carroll is expected to treat the good name and reputation of each of the above with dignity and respect. Public defamation of any of the above by a student or parent/guardian is serious whether this be done orally, in writing, via email or on the web and whether it is done on a school computer or not and on school time or not. Therefore any student or parent/guardian found to be participating in any activity determined by the administration to be disrespectful or defamatory will be subject to disciplinary/responsive action by the school. In addition, students are not permitted to publish any of the following on the internet:

- The name of the school
- Anything related to the school (e.g. logo, address, mascot, etc.)
- A photograph of themselves or others in a John Carroll School Uniform (school, athletic, or otherwise)
- Anything else that may be disrespectful, defamatory, or potentially harmful to the school, including but not limited to the students, faculty or staff.