

St. Francis Central Catholic School

Technology & Internet Use Agreement



Catholic schools in the Diocese of Wheeling-Charleston make every effort to provide a safe environment for teaching and learning with technology. The use of technology by students, faculty, and staff is a privilege not a right. The students, faculty, staff, and entire school community are granted the privilege of using the hardware and software, peripherals, technology devices, and electronic communication tools, including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

It should be understood that the use of these technologies will be monitored by the school administration and should not be confused with private home use. The guidelines provided in this document outline the responsibilities that are associated with the use of technology. There is no expectation of privacy for use of Diocesan technology, and the Diocese reserves the right to monitor all electronic communications and devices to insure that activity is consistent with these policies.

Technology Use Guidelines

Educational Purpose/Appropriate Use: The use of all technology including Internet access at schools for all students is provided solely for educational purposes to enhance teaching and learning. Students are not permitted to access social networking sites, gaming sites, or other inappropriate sites, except for educational purposes under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with federal copyright laws. Reproducing copyrighted material without express permission of the owner is a violation of Federal Law.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employed only on school sanctioned means of communication. School sanctioned communications methods include, but are not limited to: school web pages, school email, school phone numbers, and educationally focused networking sites.

Electronic and Mobile Devices: Use of any technology device in our schools must have an educational focus. Users must adhere to local school policy regarding the use of electronic devices including, but not limited to, mobile devices, calculators, gaming devices, cellular phones, and digital and video cameras. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.

Chromebook Usage: Students will have access to Chromebook devices belonging to St. Francis Central Catholic School. Chromebooks are to be used solely for educational purposes during the school day. Students are to use the devices only with supervision from a teacher. Applications for the Chromebook may only be downloaded by school faculty and/or administration. Applications being downloaded must be used for educational purposes or otherwise be approved by school administration.

Online Publishing: Users are not permitted to use a photograph, image, video or likeness of any student, or employee without the express permission of that individual and of the principal. Users must not use school equipment to create any site, including wikis and blogs, without express permission of the principal. Maintaining or posting material to a website that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to disciplinary action.

Defamation: The official use of the school logo and/or name are not permitted to be used on any personal online sources-blogs, websites, etc. without the written permission of the principal. Publishing disparaging and/or defamatory comments about the school or anyone in the school community is not permitted and may result in disciplinary action.

Reporting: Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor student use of school technology and all content accessed through technology.

Student Responsibilities

Students will be responsible for their use of technology and obey the following guidelines. Any violation of the regulations is unethical and may constitute a criminal offense. Should a student commit any violation, his/her access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may result.

- I will follow the rules of network etiquette, which include, but are not limited to, the use of appropriate language and polite responses.
- I recognize that copyright laws protect software; therefore, I will not make copies of copyrighted software and I will not give, lend, or sell copies of such software to others.
- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others.
- I will not share my password with anyone else and I will not use another person's account.
- I will not access, retrieve or send unethical, illegal, immoral, sexually explicit inappropriate or unacceptable information of any type.
- I will protect my personal information, and I will not divulge my home address, phone number, passwords, and personal information to another user for any purpose.
- I understand that information received and sent online is public information, unless otherwise specified.
- I will follow my school's procedures for the storage of information.
- I will not plagiarize information received in any form.
- I will respect my school's network and all security measures that are in place. I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of Internet and/or online services privileges.
- I will act in a responsible, moral manner when using technology.

Parent Responsibilities

As a parent/guardian of a child at St. Francis Central Catholic School, I have read and understand this Technology & Internet Usage Agreement. I understand that this access is designed for educational purposes. St. Francis Central Catholic School has taken precautions to eliminate those materials which are contrary to the mission statement of the School and the gospel principles on which it is based. However, I also recognize that it is impossible for the School to restrict access to all controversial materials and I will not hold the School or its employees responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue a school account for my child and certify that the information contained on this form is correct.

St. Francis Central Catholic School will not be held responsible for any inappropriate use of technology. Violations of this agreement may result in disciplinary action.

I agree to the stipulations set forth above in the St. Francis Central Catholic School and Diocese of Wheeling-Charleston Technology Acceptable Use Policy and the St. Francis Central Catholic School Internet Use Agreement.

Student Name (Please Print): _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent Name (Please Print): _____

Parent Signature: _____ **Date:** _____