



St. Aloysius Academy
Acceptable Use Policy for Technology
2018 - 2019

Purpose

Technology is a valuable and real world educational tool. *St. Aloysius Academy* will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and cyber bullying awareness and response to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, parents, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

Scope of Use

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology 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, these activities may be viewed as a violation of the *Acceptable Use Policy* and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, smartwatches, text messaging, email, and voice over IP.

Goal

The *Academy's* goal is to prepare its members for life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning
- Encourage critical thinking, communication, collaboration and problem solving skills
- Facilitate analysis, evaluation and synthesis of information
- Encourage ethical practices and provide education for Internet safety and digital citizenship
- Provide a variety of technology based tools and related technology skills

Responsibilities of User

St. Aloysius Academy will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware, software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

At *St. Aloysius Academy* we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

Technology Use Guidelines

Educational Purpose/Appropriate Use: School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed 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 employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- Teacher/school eBoard®
- Teacher/school Learning Management System – Option C™
- Teacher/school email
- Teacher/school phone number
- Teacher created, educationally focused networking sites
- Teacher/school Google Classroom

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Administrators, teachers or staff in their normal responsibilities and duties may be required to contact parents outside of the school day. An administrator, teacher, or staff member is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students.

If a student contacts an administrator, teacher, or staff member using a personal phone/cell number, email or social networking sites, the administrator, teacher, or staff member should immediately report this to the school administration or appropriate authorities. The exception for Grade 5-8 is when the electronic communication is for instructional purposes via their (@ihm.staloysiusacademy.org account).

Electronic and Mobile Devices: Users must adhere to school policy that may further define uses of mobile devices. Cell phones, eReaders, iPads, iPods, Tablets may be brought to school, but must be turned off and in a student's bag during school hours. In the case of Gr. 5-8 students, the cell phone/device is housed in the homeroom for the duration of the school day. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use. Students may use electronic devices for educational purposes only. Students who access social networking, gaming sites, photos, or music on their personal phones, smartwatches or other mobile devices before, during or after school will be in violation of this policy. (*Guidelines posted: Parent-Student Handbook, www.staloysiusacademy.org*)

Examples of Unacceptable Uses - Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and the school administration.
- Create any site, post any photo, image or video of another except with express permission of that individual and the school administration.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or employees.
- Harm the goodwill and reputation of the school in the community.

- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

Reporting: Users must immediately report any damage or change to the *Academy's* network that is noticed by the user.

Administrative Rights: The *Academy* has the right to monitor both student and employee use of school computers, mobile devices, and computer accessed content. Due to the evolving nature of technology, *St. Aloysius Academy* reserves the right to amend or add to this policy at any time without notice.

Personal Use of Social Media

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Flickr, Google+, Houseparty, Instagram, Kik, Snapchat, Tumblr, Twitter, and YouTube.

Administrators, teachers, staff, parents, and students may not mention members of the *St. Aloysius* community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by administrators, teachers, or staff is forbidden on a **personal social networking site**. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Policy Violations

Violation of the above rules will be addressed by the administration of *St. Aloysius Academy*. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet Access. The individual will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, suspension, dismissal and/or legal action by the *Academy*, civil authorities, or other involved parties.

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BYOD – Bring your Own Device
2018 - 2019

St. Aloysius Academy is committed to educate its students to work and to learn effectively with technology and to ensure responsible use of technology. If students are to be productive members of the 21st Century workplace, they must move beyond the skills of the 20th Century. The characteristics of the 21st Century classroom are different from those of the classrooms in the past because the focus is on producing students who are highly productive, effective communicators, inventive thinkers, and masters of technology. During your child/ren's formative years at St. Aloysius Academy, an understanding of technology including Web 2.0 tools will be used that will assist them in their learning over the course of their school experience. We recognize that the digital world allows anytime, anywhere access therefore *St. Aloysius Academy* is providing the opportunity for the students to **Bring Your Own Device - "BYOD"** (e.g. *Android, eReader, iPad, Kindle*) to school under the supervision of teachers. Use of technology is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to those stated in the *Acceptable Use Policy for Technology and Parent-Student Handbook*. The purpose of the BYOD is to support the students' learning.

Guidelines for BYOD

- Use for educational purposes only.
- The device is the responsibility of the student.
- Access to the St. Aloysius Academy network on a personal/non-school issued device will not be permitted without explicit administrative permission.
- No downloads or updates on a personal/non-school issued device will be performed at St. Aloysius Academy.
- The device is used with the teacher's knowledge.
- Teachers have the right to monitor and restrict use of the device.
- Unauthorized use of the device will result in loss of privileges.
- The St. Aloysius Academy Acceptable Use Policy for technology as stated in the handbook applies to BYOD.
- St. Aloysius Academy will not provide technical support on personal/non-school issued devices.
- Unauthorized filming, photographing, or recording of any person or class is prohibited. This is considered a serious disciplinary infraction.
- Personal device should be clearly labeled with student name.
- St. Aloysius Academy cannot be held responsible for loss or damage to the personal device.

Chromebook Initiative Grades 5-8

St. Aloysius Academy endeavors to prepare students for an ever-changing world that sees technological advancements happening at a rapid rate. The focus of the Chrome device initiative at St. Aloysius Academy is to create a collaborative learning environment. This environment will enable and support students and teachers to implement a transformative use of technology while enhancing students' individual engagement with content and promoting the development of self-directed, responsible learners. Students will extend their 21st Century digital literacy skills of collaboration, communication, creativity, critical thinking, organization, and innovation. They will transition from consumers of information to creative producers and owners of knowledge.

The Chromebook allows student access to Google Apps for Education, and other educational web-based tools. Google Apps for Education is a suite of productivity and collaboration tools which includes but is not limited to Gmail, calendar, word processing (Docs), presentations (Slides), spreadsheets (Sheets), forms, as well as apps available in the Chrome Web Store. All documents and files will be stored online in the Google Cloud environment. With a wireless Internet connection, and each student's Chrome/Google login information, they can access their data from anywhere, at any time. The Chromebook is an educational tool not intended for gaming, or social networking.

The St. Aloysius Academy Acceptable Use Policy for Technology applies to all student use of Chromebooks. (*Guidelines posted: Parent-Student Handbook, www.staloyusacademy.org*) Teachers may set additional requirements for Chromebook use in their classroom.

General Guidelines:

- Chromebook should be clearly labeled with student name.
- Chromebooks must be transported with care in the required school issued case/bag.
- Chromebooks must be brought to school each day charged.
- Do not over charge the device. (i.e. not necessary to leave plugged in overnight.)
- Battery life – 50% should last the school day.
- Do not lean or put pressure on the top of the Chromebook when it is closed.
- No food or drink near the Chromebook when it is in use.
- Chromebooks should not be left in an unsupervised area.

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- Inappropriate media may not be used as a screen saver or background.
- Screen background must be a solid color.
- Sign-in picture should be a student photo or selected from the Chrome “people” box.
- No stickers adhered to the device.
- Games may not be downloaded during the school year.
- Grade 5 requires that a USB mouse be attached to the Chromebook.
- Printing functionality is subject to classroom requirements.
- *St. Aloysius Academy will submit an insurance claim for 1 repair if the device is accidentally damaged. Additional repairs are the responsibility of the parent and student.*

School Issued Chrome/Google Account:

- Is a requirement for access to login to the Chrome device.
- Student Gmail account is built into the St. Aloysius Academy domain.
(_____@ihm.staloyusacademy.org)
- Login information is confidential. Students should never share user names or passwords.

Electronic Communication:

- Do not use school issued email account for personal communications.
- E-mail sent/received should be related to educational needs.
- Always use appropriate and proper language.
- Do not transmit language/material that may be considered offensive to others.
- Do not send mass e-mails, chain letters or spam.
- E-mail communications are subject to review by St. Aloysius Academy at any time.

Operating System/Security:

- The Chromebook operating system, Chrome OS, updates itself automatically on start up.
- The Chromebook is built with layers of protection against viruses, and malware including data encryption and verified boot. There is no need for additional virus protection.
- The Chromebook does not run Windows or MAC application software.

NetSupport School – Classroom management solution

- Teacher can monitor all student Chromebooks.
- Allows teacher to control student activity on each device in the classroom.
- Enhances collaboration with the teacher by providing the functionality to chat with a student and answer a “help” question.