

1:1 Technology Policy

The St. Paul Catholic School technology platform is provided to promote communication and offer opportunities for educational research and collaborative work. This policy is intended to clearly describe the school's expectations regarding the use of its technology by students and the consequences for failing to meet those expectations.

Introduction

St. Paul Catholic School is pleased to offer students access to individual digital devices and bringing with it a new array of technology resources. Each student is responsible for his/her use of technology, whether personal or school provided. They are also responsible if they are on school property or using the resources via off-campus remote access. Each student must act in an appropriate manner consistent with the school and legal guidelines. It is the joint responsibility of the school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology.

Using the Internet and Communication Systems

School technology resources are provided to students to conduct research, complete assignments, and communicate with others in the furtherance of their education. Access is a privilege, not a right: as such general rules of school behavior apply. Access to these services is given to students who agree to act in a considerate and responsible manner. Just as students are responsible for good behavior in a classroom or a school hallway, they must also be responsible when using school computer networks or personal technologies. Students must comply with school standards and honor this agreement to be permitted to use technology.

All digital storage is school property, and as such, network administrators will review files and communications to maintain system integrity and ensure that students are using technology responsibly. Students should not expect that files stored on school servers will be private. It is the responsibility of each student to back up or save his/her own files whenever a new file is created or an old file has been edited and changed. Files may be backed up by storing them on the server or a personal storage device such as a flash drive.

Security

Network security is a high priority. St. Paul Catholic School will have good faith efforts to protect students from improper or harmful matter that may be on the internet. The school uses a web filtering system for this purpose. St. Paul Catholic School believes that the benefits of the student access to the internet in the form of information resources and opportunities exceed disadvantages. Ultimately, parents/guardians are responsible for setting and conveying the standard that their children should follow when using technology. If a student accidentally accesses inappropriate materials, he/she should back out of the information at once and notify the supervisory adult. Anyone identifying a security problem on the school's computer network should immediately notify his/her teacher or a staff member.

Student Responsibilities for Hardware

Students are expected to treat the digital devices with as much care as common sense dictates. They should avoid use in situations that are conducive to loss or damage. For example, students should never leave computers on the floor and should-not eat or drink near them. If a computer

is stolen, filing a police report is mandatory. If it occurs in school, the school will be responsible for filing the report. They are to keep the equipment clean. Students may not do anything to the digital device that will physically alter it, including attempting to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing (example, placing 'stickers' on the device, or writing on the device). Doing so may void the warranty, and families will be responsible for the repair or replacement cost. Students may not remove or interfere with the serial number or any identification placed on the computer.

Proper and Acceptable Use of All Technology Resources

All school technology resources, including but not limited to school computers, communication systems, and the internet, must be used in support of education and academic research. Each student will be required to pass an exam over proper care and usage of his/her laptop or device. By passing this exam, the student will earn the privilege of using his/her assigned device. Any device assigned to a student must be returned to the appropriate charging station at the end of each day.

Activities that ARE permitted and encouraged include:

- School work
- Original creation and presentation of academic work
- Research on topics being studied in school
- Research for opportunities outside of school related to community service or further education

Activities that are NOT permitted nor encouraged include:

- Plagiarism or representing the work of others as one's own
- Using obscene language, harassing, insulting, ostracizing, or intimidating others
- Representing Copyright, Registered, and/or Trademark material as one's own work
- Searching, viewing, communicating, publishing, downloading, storing, or retrieving materials that are not related to school work, community service, or further education (thus searching inappropriate materials is not permitted)
- Damaging or modifying computers, tablets, software, or networks with permanent materials
- Intentionally or neglectful transmission of viruses or other destructive computer files; hacking into school or external computers, intentionally bypassing school filters
- Use of USB or other devices to alter the function of a computer or a network
- Subscription to any online services or ordering of any goods or services
- Use of personal e-mail accounts on the school network
- Online sharing of any student's or staff member's name, home address, phone number, or other personal information
- Non-educational uses such as games, role-playing multi-user environments, gambling, junk mail, chain mail, jokes, raffles
- Participating in online chat rooms or using instant messaging, unless specifically assigned by a teacher
- Use of school resources for commercial purposes, personal financial gain, or fraud
- Any activity that violates a school rule or a local, state, or federal law

- Any person, other than student, using the device is NEVER allowed

Students are expected to report harassment, threats, hate-speech, and inappropriate content to a teacher or administrator. If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

Privacy and Security:

Students must use school devices responsibly and in a secure manner. They must not share their logins, passwords, or access with others. If students suspect their passwords have been compromised, they must report it to their teacher or administrator and request that it be changed.

Vandalism:

Any intentional act by a student that damages school technology hardware, software, operating systems, or data will be considered vandalism and will be subject to school rules and disciplinary procedures. Any intentional act that requires a person's time to repair, replace, or perform corrective work on school technologies or data is also considered vandalism. Students should report lost or broken items to their teacher or administrator immediately.

Consequences of Misuse:

Misuse of personal or school technology resources while on or near school property, in school vehicles, and at school-sponsored activities, as well as the use of school technology resources via off-campus remote access may result in disciplinary action up to and including expulsion. This document shall be used in conjunction with St. Paul Catholic School policies. In addition, the student's use of school technologies may be suspended or restricted. A school may temporarily hold (pending parental or same-day pick up) personal technology resources that are used inappropriately. Intentional, unauthorized access and/or damage to networks, servers, user accounts, passwords, or other school resources may be punishable under local, state, or federal law.

Reliability and Limitation of Liability:

St. Paul Catholic School makes no warranties of any kind, expressed or implied, for the technology resources it provides to students. St. Paul Catholic School will not be responsible for any damages suffered by the student, including those arising from non-deliveries, misdeliveries, service interruptions, unauthorized use, loss of data, and exposure to potentially harmful or inappropriate material regardless if the student's actions are intentional or accidental. Use of any information obtained via the internet or communications technologies is at the student's own risk. St. Paul Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through the internet. The student and his/her parent/guardian will indemnify and hold St. Paul Catholic School harmless from any losses sustained as the result of misuse of the school's technology resources by the student.

Student Training:

Students will receive education provided by the staff of St. Paul Catholic School about the following:

1. Safety and security while using e-mail, YouTube, and other forms of direct electronic communications.
2. The dangers inherent with the online disclosure of personally identifiable information.
3. The consequences of unauthorized access (i.e., "hacking"), cyber bullying and other unlawful or inappropriate activities by students online.
4. Unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members will provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not limited to, visual observation of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.