

ST. FRANCES CABRINI CATHOLIC ACADEMY

COMPUTER, TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY

2018-2019

All students and parent(s)/guardian(s) must read, discuss, and sign this document.

Parent(s)/guardian(s)/students must sign in the appropriate places. This document must be submitted to St. Frances Cabrini Catholic Academy (SFCCA) before your child(ren) will have computer and Internet privileges. Signatures of this document indicate that you have read this document, discussed it with your child(ren), and understand and agree to the terms and conditions. The use of technology is permitted on school premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the St. Frances Cabrini Catholic Academy community.

**Section One - Definition of Technology**

Technology is used as a general term for devices and software used in the creation, transfer, storage, reproduction, other such interaction with digital or analog content. It also encompasses the communication protocols used in relation to such content.

These include: cell phones, smart phones, storage devices (USB Flash drives, internal/external hard drives, cloud storage), computing devices (laptops/desktops, Chrome Books, etc), portable entertainment systems, recording devices, any other convergent technologies.

## **Two - General Terms and Conditions**

1. The purpose of using the internet/technology equipment in SFCCA is to support education by providing access to resources and the opportunity of collaborative work. The programs are designed to promote educational excellence and assist students in becoming college and career ready. \_\_\_\_\_

2. The use of the computer/technological equipment at SFCCA is a privilege and not a right. Inappropriate use may result in the nullification of those privileges. The faculty member in conjunction with a discipline committee member may be the final say of what is deemed inappropriate and their decision is final. \_\_\_\_\_

3. Students are expected to abide by the accepted rules of conduct which are outlined in this Acceptable Use Policy (AUP). \_\_\_\_\_

4. St. Frances Cabrini Catholic Academy employs various filters and safeguards to restrict access to inappropriate sites and materials. Any attempts to bypass or disable these measures may result in a loss of privilege. If students identify breaches in the security system, they should immediately notify a teacher. The student may not show or demonstrate these breaches to other students. \_\_\_\_\_

5. Any vandalism to a technological device may result in an immediate loss of privilege. Vandalism is defined as any malicious attempt to harm or destroy hardware or software, data, network, or agency that is connected to the Internet; this includes the creation, or distribution of malicious software. If equipment is damaged in the course of action by a student or group, the student or group may be considered responsible for any and all damages and associated costs.

### **Section Three - Student / Parent Agreement**

This section is to be signed by both the student and the parent/guardian.

1. As a student, I will accept personal responsibility for reporting any misuse of computer/equipment to the teacher in charge, homeroom teacher, or principal. \_\_\_\_\_
2. I will use the computer/technological equipment at SFCCA in support of educational research and advancement of knowledge as defined by the teacher in charge. I will not use online games, watch videos, or listen to music on the internet if it not specifically assigned by a teacher. I will not visit a social networking site (not limited to Facebook, Twitter, Kik, Instagram, Tumblr, texting) without permission from a teacher. \_\_\_\_\_
3. I realize that I am a representative of SFCCA. I may not send or encourage anyone to send messages with offensive, obscene, or illicit content. I will not swear, use vulgarities, or other inappropriate language. I will not post any derogatory messages, photographs, videos, or comments concerning myself or others. \_\_\_\_\_
4. I will not reveal my personal information or anyone else's to anyone on the Internet. This includes, but is not limited to, home address, phone numbers, pictures of homes, names of schools, names of family members. \_\_\_\_\_
5. I will not disable or bypass security measures used by SFCCA. I understand that trying to dismantle, disable, or bypass security is a violation of my privilege. I will not download, attempt to install, or install any program without the permission of my teacher. \_\_\_\_\_
6. I will not attempt to or tamper, damage, or destroy any computer or technological equipment. I understand that I may be financially responsible for any damaged equipment. I will not adjust the settings on any computer without permission from the teacher in charge. \_\_\_\_\_

7. Parents/Guardians of minors using technology should be aware of objectionable materials. It is the parent's/guardian's responsibility to monitor students while on the Internet at home.

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#### **Section Four- Communications**

Electronic and/or digital communication between teachers and parents should be conducted for educationally appropriate purposes and utilize only Academy sanctioned communications methods. These methods include: teacher/Academy web page, teacher/Academy email, Academy phone number, teacher/Academy approved educationally focused networking site. Student addresses, telephone numbers, and email addresses are provided for use in contacting parents about academic performance. This information may not be used for any other purpose by faculty or staff without the explicit permission of parents and principal.

#### **Section Five- Technology Use Outside of School or School-Owned Devices**

Inappropriate or defamatory content found to be injurious to the Academy/Academy member may result in disciplinary action, even if done outside of Academy premises or using devices not owned or controlled by the Academy. All instances of such behavior must be reported immediately to the administration, who will investigate the matter and enforce the consequences deemed appropriate. It is further recommended that administrators/teachers refrain from personal social media communication with students, parents, and Academy staff. It is the educational responsibility of all educators to ensure that professional and personal activities are kept separate.

## **Section Six- Policy Violations**

Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the Academy principal/disciplinary committee/teacher.

Disciplinary action may include, but is not limited to:

FIRST OFFENSE- Detention

SECOND OFFENSE-Loss of privileges for the next class

THIRD OFFENSE- Loss of privileges for the remainder of the trimester

The student may immediately be subjected to the following depending on the severity of the infraction:

1. Loss of use/privileges of Academy technology.
2. Disciplinary action including, but not limited to, detention, suspension, expulsion, and/or legal action by the Academy, civil authorities, and/or other parties involved.
3. Compensation for damages incurred due to action in violation of this AUP.

\* Students will not be given access to Academy technology without an appropriately completed and signed form on file in the school office.

ST. FRANCES CABRINI CATHOLIC ACADEMY  
ACCEPTABLE USE POLICY FOR TECHNOLOGY  
2018-2019

We have read, understand, and discussed the St. Frances Cabrini Catholic Academy Acceptable Use Policy of Technology. We understand that access is designed for educational purposes only. However, we realize that it is impossible for St. Frances Cabrini Catholic Academy to restrict access to all controversial materials and we will not hold the faculty, Academy, or the Diocese responsible for materials accessed on the network. My child has permission to access the Internet while attending St. Frances Cabrini Catholic Academy.

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Parent/Guardian Name (printed)

Date

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Parent/Guardian Signature

Date

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Student Signature

Date

***Acceptable Use Policy for Technology  
September 2018***