

Instruction

Acceptable Use of Computers and Telecommunications

The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of school/parish networked computer equipment, including those that provide Internet access.

Rules for Acceptable Use of Computers and Telecommunications:

1. Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General school/parish rules for behavior and communication apply.
2. Network storage areas and school/parish issued or personal devices may be treated like school lockers or desks. Administrators have the right to review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
3. The following are not permitted:
 - a. Sending or displaying offensive messages or pictures.
 - b. Using obscene language
 - c. Harassing, insulting or attacking others
 - d. Tampering with or damaging computers, computer systems or networks
 - e. Violating copyright laws and plagiarism
 - f. Using another's password
 - g. Trespassing in another's folders, work or files
 - h. Wasting limited resources
 - i. Employing the network for personal financial or commercial gain
 - j. Circumventing security measures on school/parish or remote computers or networks
 - k. Disclosing, using, or disseminating personal identification information regarding minors without authorization

All users of the school/parish computer system and telecommunications are required to read the rules for acceptable behavior, understand the rules, and agree to comply with the rules. Any person wishing to use the school/parish computer system is required to sign the Acceptable Use Form before being permitted access.

Violations may result in a loss of access to computer technology, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator/pastor regarding inappropriate use of the computer system is final.

Mandatory reporting guidelines apply to all use of the school/parish computer system.

Instruction

Acceptable Use of Computers and Telecommunications

Personal Electronic Devices

A personal electronic communication device means any device that a student, staff member, or volunteer is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, Wi-Fi enabled or broadband access devices, laptops, tablets, personal digital assistants, portable gaming devices, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound video or still images, text or other information.

It is the user's responsibility to:

- View Internet sites that are allowed at school.
- Respect the privacy rights of others.
- Receive explicit consent to capture, record or transmit the words (i.e. audio) and/or images (i.e. pictures/video) of any student, staff, or other person during any school activity.
- Make sure no unauthorized copyrighted materials enter the network.
- Ensure that the use of the device does not disrupt the learning environment.

Unauthorized use of personal electronic devices includes, but is not limited to the following:

- Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds, at school events or on school busses shall be prohibited and may result in disciplinary action.
- Any files known to carry harmful malware.
- Use of device at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, and any area where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The administration has the authority to determine other specific locations and situations where possession of a personal electronic device is prohibited.

The user of a personal electronic device shall accept sole responsibility for its preservation and care. Users understand:

- The school/parish is not responsible for content already existing on student owned devices; this would include music, lyrics, movies, pictures, games, etc.
- The school will not be held liable for any lost, stolen, or damaged personal devices.
- The administration may confiscate and search personal electronic devices when such devices are being used in violation of the law and/or school rules.

Instruction

Acceptable Use of Computers and Telecommunications

Guidelines for Use of Social Media

Each user of the school/parish computer system has a conditional right to access the social media environment to facilitate educational and personal growth in technology and collaboration. While staff are allowed access to public social media outlets (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) for school related activities, students will not be granted access to these sites from school/parish owned computers without approval from an administrator or designee as there is no way to filter the content available on these sites.

The school reserves the right to establish online accounts for students under the age of 13 for educational use with proper parent consent to be in compliance with Federal Child Online Privacy Protection Act (COPPA) regulations.

Rules for Acceptable Use of Social Media:

1. Parents must be made aware, in writing, of the school/parish's intended use of a social networking site. Parents must be invited to have access to this site.
2. Staff is not to initiate or accept any requests from students to join a social network being used for personal purposes.
3. Staff is not to post any pictures of students on any social media sites for personal use.
4. The user is responsible for adhering to the media release request of each student prior to posting any photos of students on any social media website for educational purposes.
5. Tagging a photo with a student's full name and/or personal information is prohibited.
6. Administrators will review and regularly monitor all comments and posting. Any inappropriate content should be deleted immediately.
7. Users will treat information, sources, subjects, colleagues, and information consumers with respect. Gathering and expressing information should never cause harm or threaten to be harmful to any person or group of people.

Violations may result in a loss of access to computer systems and networks, as well as disciplinary, legal, and/or monetary consequences. The decision of the administrator regarding inappropriate use of social media is final.

Student Acceptable Use Policy

Use of computers and the Internet provides great educational benefits to students. Network and Internet access is provided to further the legitimate educational goals of this institution. Access to the Internet and the use of the computer network is given as a privilege to students. All students and their parents or guardians are required to read, accept, and sign the following rules for acceptable online behavior.

Rules for Acceptable Use:

1. Students accept responsibility to act in a moral and ethical manner when using the computer system and Internet. General school rules for behavior and communication apply.
2. Network storage areas and school issued or personal devices may be treated like school lockers or desks. Administrators may review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational purposes. Users should not expect that files will always be private.
3. The following are not permitted:
 - a. Sending or displaying offensive message or pictures.
 - b. Using obscene language
 - c. Harassing, insulting or attacking others
 - d. Tampering with or damaging computers, computer systems or networks
 - e. Violating copyright laws
 - f. Using another's password
 - g. Trespassing in another's folders, work or files
 - h. Wasting limited resources
 - i. Employing the network for personal, commercial, or non-academic purposes
 - j. Circumventing security measures on school/parish or remote computers or networks
 - k. Revealing the personal address or phone number of yourself or any other person without the appropriate prior approval
4. Violations may result in a loss of access to technology, loss of credit for the class, suspension from school, and other disciplinary action.

I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I may lose privileges at the school/parish.

Student Signature

Date

As the parent or legal guardian of the above named student, I grant permission for her/him to use the school technology and to access the network or computer services such as e-mail, files, cloud storage, websites, and other Internet resources used for educational purposes. I understand that all students use a filtered connection to the Internet that is designed to protect them from inappropriate materials. I understand that no filter can catch 100% of these sites, but the school makes a good faith attempt in this area. I understand there could be disciplinary action if the above named student does not follow the guideline set for acceptable use of the school technology.

Parent Signature

Date

Employee Acceptable Use Policy

Employees and volunteer workers are permitted access to computer and telecommunications resources to further the goals of this institution. Reasonable care has been taken to assure the appropriateness of the material available through the use of software and telecommunications. However, employees and volunteers are warned that this school/parish and the Archdiocese of Milwaukee do not have total control of the information on the Internet. Each individual is responsible for imparting the standards of ethical and legal conduct when using the school/parish computer system and telecommunications.

Rules for Acceptable Use:

1. Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General rules for behavior and communication apply.
2. Network storage areas and school/parish issued or personal devices may be subject to search. Administrators may review email, files, device content, and communications to maintain system integrity and ensure that users are using the system responsibly. They may also request access to these types of documents maintained on third-party servers being used for educational or business purposes. Users should not expect that files will always be private.
3. The following are not permitted:
 - a. Sending or displaying offensive message or pictures.
 - b. Using obscene language
 - c. Harassing, insulting or attacking others
 - d. Tampering with or damaging computers, computer systems, or networks
 - e. Violating copyright laws and plagiarism
 - f. Using another's password
 - g. Trespassing in another's folders, work or files
 - h. Wasting limited resources
 - i. Employing the network for personal, financial, or commercial gain
 - j. Circumventing security measures on school/parish or remote computers or networks
 - k. Disclosing, using or disseminating the personal identification information regarding minors without authorization

I have read the rules for acceptable online behavior, understand the rules, and agree to comply with the above stated rules. Should I violate the rules, I understand that I may be subject to disciplinary action.

Print Employee Name

Position

Signature

Date

Archdiocese of Milwaukee