

SAINT KATHARINE DREXEL SCHOOL
503 South Spring Street
Beaver Dam, Wisconsin 53916
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August 2018

Dear Family:

SKDS is pleased and excited to provide Internet services for its students. The Archdiocese has updated its policies and regulations as well as the required form(s) to keep abreast of the ever-changing technological world. Part of our responsibility in preparing students for the future is to provide them with access to the technological tools they will be using as adults. Our students today are technology natives; they are no longer technology immigrants. Thus, we continually look for ways to enhance learning opportunities that will prepare them for a world that is still in transition.

One of the things we provide is an opportunity for students in grades 4-8 to have access to a school based email account enabling them to correspond with their teachers and peers regarding school focused issues. This account is intended to be used for submitting assignments, projects, and/or other school tasks. This account is not intended for personal communication purposes and will be supervised accordingly. We continue to provide greater access to technology as our use of the Chromebook tablet and iPads increases.

Part of our future planning was to provide students access to tablets and/or laptops. This goal is now met and we will continue to look for even more ways to advance student skills in the area of technology. Students may continue to bring their own personal devices which fall under our Acceptable Use Policy/Personal Electronic Devices. Students will be able to install Citrix on their devices, giving them access to their user accounts both in school and at home allowing them to complete assigned school work remotely.

In summer 2014, we purchased new servers. During summer 2015, we upgraded our ASA device, our network switches and wireless infrastructure with the help of E-rate funds. In summer 2016, we purchased a new upgraded mobile SmartBoard so all classrooms now have that technology. We also purchased a special cart for an interactive projector that made more technology available to Band and PE in the gym. Summer 2018 we purchased an additional 20 Chromebooks.

Please read with your child, the *Acceptable Use Policy for the use of Computers and Telecommunications* found on the pages below. When your child is given a password for computer use, it is extremely important that the rules are followed. Please stress to your child the importance of using only his/her account password, and of keeping it a **SECRET** from other students. Your child should never let anyone else use his/her password to access the network. Your child is responsible for any activity that happens in his/her account. Inappropriate use will result in the loss of computer privileges, and other disciplinary action, if necessary.

Your child's use of the Internet will be supervised by staff, and we are using security settings available which are designed to limit access to inappropriate material. Please be aware, however, that there is unacceptable and controversial material and communications on the Internet that your child could access despite all our precautions. It is not possible for us to always provide direct supervision for all students, nor can we filter material posted on every network-connected computer all over the world. We encourage you to consider the potential, however slight, of your child being exposed to inappropriate material in your decision whether or not to sign the **Student Acceptable Use Policy** (all grades) and **Personal Electronic Use** form (students in grades 4-8). There may also be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while he/she is on the Internet.

A statement of our Internet Safety Policy is available in the SKDS Family Handbook <http://www.skds.org/handbooks>. We ask you to review it with your child.

Please download, fill out, save and return the required form(s) via email to Patty Schmitt: schmittp@stkatharinedrexelbd.org, no later than September 4, 2018. **Students will have access to the Internet ONLY after you have given us your consent.** If you have any questions, feel free to call us at **920.885.5558**. If you need paper copies, please request them from the office. In keeping with our 2018-2019 theme,

***We Are Called;
Somos Llamados!***

Barbara M. Haase
Principal/Administrator

"We must attract them by joy."
St. Katharine Drexel

6161.2: Acceptable Use of Technology

New technologies are changing the ways that information may be accessed, communicated, and transferred. Use of computers and the Internet are designed to serve students, faculty, staff, and volunteers of the parish/school.

Network and Internet access is provided to further the legitimate educational goals of this institution. All use of the parish/school computer system must be in accordance with the goals and purposes of the institution and conducted in an ethical and legal manner.

The equipment, software, network capacities, and electronic communications systems provided through the parish/school computer system are and remain the property of the parish/school. Access to the Internet and the use of the computer network, including independent use off parish/school grounds, shall be subject to this policy and accompanying regulations. The purpose of these regulations is to define guidelines for students, staff, and volunteers for the use of parish/school networked computer equipment, including those that provide Internet access.

Rules for Acceptable Use of Computers and Telecommunications

- Each individual accepts responsibility to act in a moral and ethical manner when using the computer system and Internet. General parish/school rules for behavior and communication apply.
- Network storage areas and parish/school 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

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Tampering with or damaging computers, computer systems, or networks
- Violating copyright laws and plagiarism
- Using another's password
- Trespassing in another's folders, work, or files
- Wasting limited resources
- Employing the network for personal financial or commercial gain
- Circumventing security measures on parish/school or remote computers or networks
- Disclosing, using, or disseminating personal identification information regarding minors without authorization

All users of the parish/school 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 parish/school computer system is required to sign the Student Acceptable Use Form or Employee 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 parish/school computer system.

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, wearable devices, 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 buses 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 parish/school 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 parish/school rules.