



## **St. Michael Catholic School Student Technology Acceptable Use Policy**

St. Michael Catholic School (StMCS) offers the use of technology to broaden academic opportunities, enhance school curriculum, and increase students' technical knowledge. The use of technology at StMCS (including the Internet) is a privilege, not a right. Students must abide by the following policies and procedures to retain the privilege of using StMCS technology resources. Access to StMCS technology equipment and services is also a privilege, not a right.

StMCS makes no guarantees of any kind, either expressed or implied, for the use of the school's technology equipment or the services the school provides. StMCS is not responsible for any damages a user may suffer including, but not limited to, the loss of data resulting from delays or interruptions in service. StMCS is not responsible for the accuracy, nature, or quality of information obtained through school provided Internet access. In addition, StMCS is not responsible for personal property used to access school computers or networks, or for school provided Internet access. StMCS is not responsible for unauthorized financial obligations resulting from students' use of school technology equipment and services.

### Hardware & Software

No one except an authorized StMCS technology specialist or staff member may attempt to alter hardware or software. Students may not install, or attempt to install, software on school computers unless directed to do so by a StMCS staff member.

### Network, StMCS Server, Passwords, Settings

Students using school computers are logged onto the school's network. When connected to the network, all activity and Internet use is recorded. School officials are able to monitor and check records for inappropriate activity. Students may not hack into, or attempt to hack into, any areas of the secured network or servers. Students are allowed only on public areas of the network. Students may not share their passwords or use, or attempt to use, another person's password or online files and folders. Students may not change, or attempt to change, any network or security setting on StMCS hardware.

### Internet Use & Safety

Students may not at any time access sites that are illegal, pornographic, or otherwise inappropriate. Students may not use school computers to access My Space, Facebook, or other similar social networking sites unless directed by a staff member. Students may not distribute private information about themselves or others. StMCS reserves the right to monitor student Internet activity at any time. Students may not clear the history in the browser. Access to the Internet provides students with vast sources of information and resources. Students must adhere to all copyright laws.

### Downloading

Downloading files from the Internet may be necessary at times. Students may not download any file or other content on a school computer without direct permission from a StMCS staff member.

### Email, Messaging & Etiquette

Students are not to use email, messaging, chat or other similar programs during the school day unless given direct permission by a StMCS staff member. All messages or communication of any kind sent from a school computer must contain only appropriate content and may not be used to bully, harass, intimidate, insult, threaten, or gossip. Using technology to engage in cyber bullying, cyber stalking, cyber harassment, etc., is unacceptable and strictly prohibited on and off campus. Messages that contain inappropriate pictures, pornography, or derogatory comments will result in consequences.

### Files & Other Content

Hardware including all of its physical and digital contents are the property of StMCS. StMCS reserves the right to inspect all elements of the hardware and software at any time. Students are responsible for ensuring the content on any school computer they use is school appropriate. Students are to immediately report any inappropriate use, security risks, viruses, etc., to a StMCS staff member. Gaming software is not used or installed on school computers. Students are responsible for backing up their files they are working on each day.

### Staff Discretion

At his/her discretion, a StMCS staff member may authorize students to use or access technology resources when it aligns with the academic objectives of the classroom.

Consequences

Consequences for failing to adhere to these policies include, but are not limited to, fines, detention, suspension or expulsion. Cases of misuse, vandalism, theft, dishonesty, breach of the Technology Acceptable Use Policy, etc., may also result in the loss of privilege to use school hardware and software for a period of time, to be determined by StMCS staff and/or administrators.

Cell Phones & Other Personal Electronic Devices

All electronic devices such as cell phones, radios, headphones, iPods/MP3 players, laser pens, hand-held games, digital cameras of any kind, etc. are not to be used or visible at any time during school hours including passing time, lunch, recess, and in bathrooms. This also applies during field trips and special events, as well as school sponsored activities held outside of school hours unless authorized by StMCS personnel. During these times and at these locations, all personal electronic devices must be turned off and kept out of sight.

“Use” of a cell phone includes, but is not limited to,

- making or receiving calls
- accessing and using internet, including email
- sending/receiving electronic messages
- taking photos
- making sound or video recordings

If a student uses his/her electronic device during school hours or activities as defined above, the device will be confiscated. Offenses related to the use of cell phones or electronic devices will be addressed in the following manner:

**First Offense:** The device will be confiscated and may be picked up by the student at the end of the school day.

**Second Offense:** The device will be confiscated. A parent will be called and notified of possible future consequences. The device may be picked up by the student at the end of the school day.

**Third Offense:** The device will be confiscated and turned into the office. A parent must come to the office to meet with the principal before collecting the device.

**Additional Offenses:** The school reserves the right to retain the device for up to 14 days.

*Cell phones may be used before or after the school day to communicate with parents. Students should not be messaging friends, using social media or taking photos while on school property.*

Definitions

The term “users” refers to any person using StMCS electronic technologies.

The term “Internet” refers to an electronic communications network that connects computer networks and organizational computer facilities around the world.

The term “electronic technologies” refers to, but is not limited to, computers and peripherals, iPod Touches, printers, cameras, telephones, and the applications they support and/or access.

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***Please Complete and Return to StMCS at Open House***

We (parent/guardian and student) have read, understand, and agree to the terms of  
St. Michael Catholic School Student Technology Acceptable Use Policy.

Student Name (Print): \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_