Technology and Internet Acceptable Use Policy
Saint Michael School

Introduction

St. Michael School provides an extensive array of network, hardware, and software resources to support and enhance the educational mission and objectives of the School. The use of the school's technologies, network and the Internet is a privilege, not a right. Although these resources are powerful and an essential component in teaching and learning, their effectiveness depends upon the ethical and responsible use by every member of the St. Michael School community.

Every student is expected to be familiar with the expectations and requirements of this Acceptable Use Policy. Prior to being given access to the school's computers, network and Chromebooks, all students and their parent(s) must return the signature page of this **Technology and Internet Acceptable Use** document. The agreements will be completed every year.

Definitions
"Technology, technology devices, software resources, hardware and network infrastructure" is defined as St. Michael School network, internet, email, software, school printers, peripheral devices, Chromebooks, computers, any web enabled device, and hardware.

"Educational Use" is defined as use that supports and/or promotes learning, assists and aides in teaching, enhances critical thinking and reasoning, assists in research for students and faculty for school related purposes.

"Devices" are defined as any device owned or leased by the school, faculty owned devices and student owned devices.

Technology Use Policy

Policies, guidelines and rules refer to all devices, which include, but are not limited to, computers, mobile web enabled devices, Chromebooks, any tablets, portable storage memory devices, cell phones, digital cameras and any other technology devices. Policies, guidelines and rules refer to any devices owned or in the possession, or being used by student, faculty and/or staff that are operated on St. Michael School/Church grounds, connected to St. Michael School network or equipment by any means including but not limited to web connection, direct connection or any other type of connection.

Technology is constantly changing, therefore not every circumstance can be predicted and addressed in this Technology and Internet Acceptable Use Policy. Administrators reserve the right to update and revise this policy from time to time as necessary to address the needs of the students, faculty and school.

Filtering, Monitoring and Security

All communications (including email), devices and information accessible via the network and network infrastructure are school property. St. Michael School faculty and students should have no expectation of privacy for any material on a device and/or technology device and/or information sent or received over the network infrastructure at any time. Messages relating to or in support

of illegal activities will be reported to Administration and authorities as necessary. St. Michael School monitors the use of the school's network.

St. Michael School administrators and network administrators will maintain full access to the network and all devices and may access them as part of their job responsibilities and duties. Routine maintenance and monitoring of the network infrastructure will be performed. Device use may also be monitored by the school faculty at any time.

Intellectual Property and Copyright

Students are expected to "give credit where credit is due" and appropriately cite sources in all written, visual, and audio products created for any class or activity at the School. Students will properly cite and/or obtain permission to use information, images, audio or video from research sources when the information used from those sources is included in work as a direct quote or paraphrase or in another multimedia product. St. Michael School will cooperate with companies investigating copyright infringement by users of the network infrastructure and devices of the school.

Acceptable Computer and/or Internet Use

The School's technology and access to the technology is meant for educational purposes: classroom instruction, research, or approved projects. In order to accomplish these goals the school's computers, network infrastructure and Chromebooks may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others. The School strictly prohibits revealing personal information on the Internet and will best instruct students of privacy and security when the user shares personal information on non-secure web sites.

> Students will practice sound network etiquette. Expected behaviors are (but are not limited to):
> - being polite
> - being respectful of others' time and privacy
> - using appropriate language
> - showing professionalism and courtesy
> - using correct grammar and spelling
> - maintaining personal privacy
> - If you find inappropriate or harassing material or material that makes you feel uncomfortable, in any manner, report it to faculty/staff or your parents immediately.
> - Only use devices and network infrastructure for school purposes.
>
> Access to email, chat, instant messaging, or other forms of live communication is **only** permitted with administrative and teacher authorization for specific classroom projects.

Unacceptable Behaviors that may result in revocation of network, computer and access as determined by the School Administration and/or Network Administration:

Refusing to abide by the generally accepted rules of network etiquette as mentioned above will not be permitted.

Sharing your password or trespassing in other's folders, work or files is not permitted.

Pretending to be another user and/or acting in any anonymous manner.

Downloading and installing Chromebook game apps or other apps, music, videos or pictures not authorized by St. Michael School staff in support of instruction is not permitted.

Sending any written comment or image that is malicious harassing or demeaning or disparaging regarding another student, individual or group is considered harassment or cyber-bullying and is not allowed.

Use of the school name or logo on personal websites is prohibited without permission.

Use of technology or network infrastructure for commercial purposes and/or to sell or purchase products is not allowed.

Use of technology or network infrastructure for gambling or unauthorized gaming is not allowed.

Publishing information on the Internet, such as blogging, that brings discredit to the School or its faculty and staff (whether on or off school premises) is unacceptable and is subject to disciplinary action.

Non-school related social contact between faculty/staff and students is prohibited.

Damaging/vandalizing computers (including the uploading or creation of viruses), systems, software, networks, Chromebooks, or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data or files of another user, or attempting to circumvent protective security software is unacceptable.

Discussing or dissemination of confidential information through the St. Michael school email is not allowed.

Any violation of the student handbook.

Assisting others in violating any of these policies will be treated like committing the violation and will incur the full appropriate disciplinary consequence

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St. Michael School makes no warranties and representations, expressed or implied, that the devices and network infrastructure will be without imperfections, faults or deficiencies. The School has taken precautions to eliminate inappropriate material. It is impossible for the School to restrict access to all inappropriate materials and the School will not be held responsible for materials acquired on the Internet. The School will not be responsible for any damages students and/or faculty/staff may suffer. St. Michael School, school administration, network administration, school boards will not be liable for the actions of any person connected to the Internet through School network infrastructure.   All users shall assume responsibility and liability of any kind for their actions while connected to the Internet through the School network infrastructure. St. Michael School assumes no responsibility or liability for information, material, data transmitted, transferred, accessed, and/or retrieved from any user from the Internet

St. Michael School reserves the right to update and/or change this policy and the implementation of the policy at any time.

Students and parents/guardians should address any questions or concerns with the Technology and Internet Acceptable Use Policy directly with the St. Michael School administration.

(Please sign and return this Acceptable Use Policy to your homeroom teacher)
Technology and Internet Acceptable Use Policy
Signature Page

Student User (must be signed by student)
I have read, understand and will abide by the *Technology and Internet Acceptable Use Policy*. I understand that if I break the rules or violate any of these policies, my access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken. I understand that all communications (including email), devices and information accessible via the network and network infrastructure are school property and St. Michael School has the right to monitor and inspect any information and devices at any time.

User's Full Name: _____

User Signature: _____

Print Name _____

Date: _____

PARENT or GUARDIAN Statement of Understanding
As the parent or guardian of this student, I have read and agree to the *Technology and Internet Acceptable Use Policy.* I understand that this access is designed for educational purposes. The School has taken precautions to eliminate inappropriate material. However, I also recognize it is impossible for the School to restrict access to all inappropriate materials and I will not hold them responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I will support my student(s) in adhering to the Technology and Internet Acceptable use policy. .I am aware that if my child is found to violate this policy and use the technology for unacceptable manner, my student will be subject to disciplinary action as outlined in this policy, which may include cancellation or suspension of privileges and/or other disciplinary action. I further understand that all communications (including email), devices and information accessible via the network and network infrastructure are school property and St. Michael School has the right to monitor and inspect any information and devices at any time. I give permission for my student to use the technology resources, devices, and network infrastructure in St. Michael School as well as permission to issue an account for my child and certify that the information contained on this form is correct.

Student (please print): _____

Grade: _____

Parent's or Guardian's Name (please print): _____

Parent's or Guardian's Signature: _____

Date: _____