

Technology Policies: *Acceptable Use Policy* and *Student Email Policy*



Acceptance of the Technology Policies

The *Acceptable Use Policy* and *Student Email Policy* are included in the St. Vincent de Paul Catholic School Student Handbook. Parents and students indicate their acceptance of these policies by signing the Handbook Acceptance letter. The signatures indicate that all parties have read and understand the policies regarding technology and student emails set forth by St. Vincent de Paul Catholic School. Failure to sign the policy will result in loss of privileges.

Consequences for Violation of Technology Policies

The violation of technology policies and any usage deemed unacceptable by administration, faculty, and/or technology directors can result in loss of privileges. Violations on the policy and the resulting loss of privileges may correspond with disciplinary actions outlined in the Student Handbook. **Note: Revoked privileges may have academic consequences in assignments require the use of school technology.**

Privacy

Students should understand that they have no reasonable expectation of privacy with respect to and including, but not limited to internet usage, the creation and/or distribution of messages or content via student email system, and/or the creation of information within technology tools that fall under the purview of St. Vincent de Paul Catholic School technology devices. St. Vincent de Paul Catholic School may at its discretion filter, access, and monitor technology resources to determine unacceptable usage.

Acceptable Use Policy

St. Vincent de Paul Catholic School provides student access to technological devices (as defined below) and internet access for academic and educational purposes only.

Purview of Technology Acceptable Use Policy

Technology devices include but are not limited to desktop computers, laptops, tablets, digital cameras/video recorders, printers, scanners, calculators, hardware/software, and technology infrastructure (e.g. wired and wireless access to school network, servers), whether owned, leased, or loaned to St. Vincent de Paul Catholic School.

The *Acceptable Use Policy* also applies to any online services provided directly or indirectly for student use including, but not limited to the following: student email, drive, and calendar (Office 365); Student Information Systems such as PlusPortals (Parent/ Student Gradebook Access); online-based educational tools; anti-plagiarism software (Turnitin.com); and online database subscriptions.

Expectations of School Issued Device Usage

Devices issued by St. Vincent de Paul Catholic School are property of the school. St. Vincent de Paul Catholic School reserves the right to modify, change, update, and both issue and revoke software/apps.

- The teacher determines all device usage in the classroom.
- Devices must remain powered off in the classroom unless otherwise directed by the teacher during acceptable use times.
- All devices must be brought to school/class daily fully charged.

Unacceptable Usage of Technology

The inappropriate use of technology includes, but is not limited to, the following:

- Using the network for any illegal activity, including violation of copyright
- Degrading or disrupting equipment, software, or system performance
- Vandalizing the data of another user
- Gaining unauthorized access to resources or entities
- Invading the privacy of individuals
- Using an account owned by another user
- Posting personal communications without the original author's consent
- Posting anonymous messages
- Posting content that is profane or uses language and/or symbols with the intent to degrade, bully or offend others
- Downloading, storing, or printing files or messages that are profane, obscene, or that use language and/or symbols that tend to degrade or offend others
- Any activity that interferes with the operation of any computer system (e.g. jailbreaking)
- Any activity that damages any equipment or programs-restitution will be required if this occurs
- Uses that violate any of the expected standards of behavior outlined in the handbook including but not limited to plagiarism, cheating, bullying, hazing, and harassment

Student Email Policy (Grades 3-8)

Student email accounts issued by St. Vincent de Paul Catholic School are expected to be used strictly in an academic manner; usage must be responsible, legal, and ethical. The *Student Email Policy* falls directly under and is encompassed by the St. Vincent de Paul Catholic School *Acceptable Use Policy*.

School Usage of Email

- Student email accounts established by St. Vincent de Paul Catholic School should be considered an official means of communication between students and teachers. Students will be expected to use their official student email address for communication with teachers instead of personal email accounts.
- Student email accounts grant students access to a variety of resources including but not limited to the services provided through Office 365: Outlook mail, Calendar, and Drive, which includes the online creation and storage of documents, spreadsheets, and presentations.

Expectations of Student Email Usage

St. Vincent de Paul Catholic School expects all students to check their email on a frequent and consistent basis. Some emails may be time critical, and unchecked email will not be considered an acceptable excuse.

- Student email should only be used for emailing St. Vincent de Paul Catholic School staff and when assigned other St. Vincent de Paul Catholic School students.
- Online collaborative work is only acceptable when assigned by a teacher. Otherwise, the work will be deemed as cheating and subject to rules within the Student Handbook.
- Students should use polite, appropriate language.
- Any messages deemed inappropriate, offensive, abusive, or harassing will be grounds for the revoking of privileges and turned over to the discipline office. There will be filters in place that can redirect this type of message to administrators.
- Username and passwords should not be shared by students
- Username and passwords will be made available to parents upon request.

By signing below, you agree to the terms of the Technology Acceptable Use Policy.

Parent Name	Parent Signature	Date
-------------	------------------	------

Student Name	Student Signature	Grade Level
--------------	-------------------	-------------