

Green Bay Area Catholic Education Student Technology Acceptable Use Policy (2016-2017)

Green Bay Area Catholic Education (GRACE) provides students with an opportunity to access computers, the network and the Internet. A goal in providing these services to students is to promote learning by facilitating resource sharing, innovation and communication skills. In addition, this provides the opportunity to teach responsible and ethical use of technology in their daily lives.

GRACE complies with the Children's Internet Protection Act (CIPA) which is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers.

Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

The policy regarding the use of technology and the Internet at GRACE is as follows:

All school computer network accounts and student's personal electronic devices must be used in support of education and research and be consistent with the educational mission and goals of GRACE.

- Transmission of any material in violation of any state or federal regulation is prohibited.
- This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- Use of the school computer network account for commercial activity, for product advertisement or for political lobbying is prohibited.

Students and school personnel receive a password to access the school network. The users keep all passwords confidential. User passwords are changed if someone else may know it or the account has been abused by others.

Not all information on the Internet is of educational value in a school setting. While software is implemented to filter Internet content, there is still potential for students to access inappropriate material. Use of the Internet by GRACE students will be supervised by adults at all times. Intentionally accessing any inappropriate sites on the Internet is strictly forbidden.

Rules for Internet Use at GRACE

- I will not download any files from the Internet unless I have permission.
- I will obey and uphold the copyright laws (plagiarism) and other applicable laws and regulations.
- I must always document sources, in both formal and informal communications (reports, writings & email).
- I will not post any communications in public forums unless I have permission.
- I will not send e-mail unless I have permission.
- I will not access non-educational sites.
- I will not play games or access game websites unless approved, at that time, by the teacher.
- I will not use inappropriate language in any Internet communications.
- I will not intentionally search for, view and/or distribute inappropriate materials.
- I will not give personal information about myself or others on the Internet.
- I will not post anonymous or false information on the Internet.
- I will not harass others on the Internet.

The use of social networking, blogs, wikis, podcasts and other internet tools are considered an extension of the classroom as directed by the teacher. Students using web tools are expected to act safely by keeping ALL personal information out of their posts. Students using these tools are expected to keep their username or password private with the exception of their teachers and parents. Students who do not abide by these conditions may lose their opportunity to participate in the activity and/or be subject to consequences as directed by this policy.

The school network and equipment may not be used to harass, tease, intimidate, threaten or terrorize others. Cyberbullying is the posting of inappropriate and hurtful email or text messages, digital pictures or web site postings, including blogs, social networking sites and other web tools. Students and school personnel, who believe they are a victim of cyberbullying, should notify a parent/guardian and the school principal.

We believe that providing use of personal electronic devices will enhance the educational experience by expanding access to the resources provided by the Internet and these personal electronic devices (cell phones, laptop computers, electronic notebooks, tablets, e-readers, etc). The use of the privately owned electronic device is solely limited to support and enhance instructional activities currently occurring in the classroom environment.

Green Bay Area Catholic Education (GRACE) will allow personal electronic devices with these considerations:

- Devices may be used in classrooms and study halls with the permission of the classroom teacher and for educational purposes; any other use is prohibited while on the school premises.
- Use of personal electronic devices is prohibited in locker rooms, dressing rooms, bathrooms, or other locations that are private in nature.
- Possession of these devices in school is at the student's own risk. Sharing of personal devices between students is highly discouraged.
- Students themselves are solely responsible for any loss, damage or liability related to their devices being used by them or others.
- The school is in no way liable for loss, damage or misuse of the devices or any costs including, but not limited to text minutes, data plans and other costs associated with the use of the personal electronic device.
- Any costs related to the use of such devices in school during instruction are the responsibility of the student and/or the student's family.
- No student shall establish a wireless ad-hoc or peer-to-peer network using their electronic device or any other wireless device while on school grounds. This includes, but is not limited to using a privately owned electronic device such as a cabled or wireless hotspot.
- No one is allowed to connect a privately owned electronic device in the network by an Ethernet cable plugged into a school data jack. Violation will result in disciplinary action and revocation of access to the network.
- Any student refusal to follow staff instructions related to the use of personal electronic devices will be dealt with according to this technology policy (see below).
- Where wireless network (WIFI) connection is available for student use, it is intended to allow student access to the internet for educational purposes. Students may not deliberately use the network in such a way that would disrupt network use for other users (i.e. downloads or use streaming video/music).

The use of technology and the Internet at a GRACE school is a privilege, not a right, and any student abusing that privilege will no longer be allowed the use of technology and the Internet at GRACE. Any actions related to or in support of illegal activities will be referred to local authorities for further legal action.

The technology coordinator, faculty and administration will judge what is offensive and an inappropriate use of technology and Internet. A student who is found to be using the technology and the Internet inappropriately will not be given a warning. The first offense will result in loss of technology and Internet privileges for duration of time determined by the technology coordinator and principal (maximum penalty – loss of technology and Internet privileges for the balance of the school year). If the infraction involves a student's personal electronic device, it will be confiscated immediately. The student's parent(s) may pick up the confiscated device in the school office.

All GRACE school students and parent(s)/guardian(s) must read the rules and policies regarding the use of the Internet at GRACE. Before network and Internet access is allowed, the students and parent(s)/guardian(s) must sign the Technology Acceptable Use Policy (AUP) annually stating they have read the policy and will abide by the rules.

Green Bay Area Catholic Education (GRACE)
Technology
Acceptable Use Policy Contract (16-17)

Please sign, date and return to school. **No student will be allowed to access the school network and the Internet until this contract has been signed and returned.**

I have read the GRACE Technology Acceptable Use Policy. I understand and accept the consequences if I do not follow them at all times. I understand that if I do not follow Technology Acceptable User Policy, I will lose my technology and Internet privileges.

Student Name _____ Grade ___ Teacher/Homeroom _____ Signature _____

Student Name _____ Grade ___ Teacher/Homeroom _____ Signature _____

Student Name _____ Grade ___ Teacher/Homeroom _____ Signature _____

Student Name _____ Grade ___ Teacher/Homeroom _____ Signature _____

Student Name _____ Grade ___ Teacher/Homeroom _____ Signature _____

Student Name _____ Grade ___ Teacher/Homeroom _____ Signature _____

I have read the GRACE Technology Acceptable Use Policy. I understand that if my child(ren) does not follow the Technology Acceptable User Policy he/she will lose his/her technology and Internet privileges.

Parent Name (Printed): _____

Parent/Guardian Signature _____ Date _____

Parent Name (Printed): _____

Parent/Guardian Signature _____ Date _____