



Green Bay Area Catholic Education Employee Technology Acceptable Use Policy (2017-2018)

Green Bay Area Catholic Education (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 Internet is a powerful information/communication resource. As with any other tool, the Internet, social networking, and digital devices must be used properly and responsibly. Please read the document carefully.

All GRACE technology must be used in support of education and research and be consistent with the educational mission and goals of GRACE.

- GRACE technology includes, but is not limited to, computers, the system's computer network including servers and wireless computer networking technology (Wi-Fi), the Internet, email, USB drives, chromebooks, tablet computers, smartphones and smart devices, telephones, cellular telephones, MP3 players, wearable technology, any wireless communication device and/or future technological innovations.
- Personal devices utilized in the classroom must support 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.
- 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. GRACE teachers must be actively monitoring students whenever the internet is being used. A teacher who is closely supervising students is an effective deterrent to students who are tempted to access inappropriate sites.
- Any Social networking site that is used in the classroom must be for professional educational use; not a personal account.
 - examples: Facebook, Twitter, wiki's, blogs

I, as a teacher/staff member in the GRACE Catholic Schools, agree to use the Internet, social networking, and technology in a responsible and appropriate manner. I agree that:

1. I will not access areas that contain violent or obscene material or other inappropriate information.
2. I agree that I will use the Internet for research and class related information retrieval. The Internet may be used for personal reasons before and after the school day begins.
3. I will not download files to the computer's hardware unless I have asked the appropriate technology person at my school.

4. I will report any abuses of the Internet to the school staff. Knowing about other people's abuses but not reporting it can lead to a warning, reprimand or dismissal.
5. I will not send or retrieve copyrighted material (software, music, pictures, etc.) over the Internet. This is a violation of the law.
6. I will limit use of personal cell phone/texting to break times or before and after school and not while in the presence of students.
7. I will not use personal electronic devices during instructional times for non-academic or non-professional activities.
8. I will be professional in my use of email. This means that I will never use email to disparage a parent, student, or colleague.
9. I will only use the email account(s) provided by GRACE for all school/professional email communication.
10. I will check/read email regularly and respond in a timely manner.
11. I will be professional in any social media I create. I will never disparage a parent, student or colleague in my social media postings.
12. I will be professional in any communication I have with students or parents. I will remember that the Internet is not secure and whatever I post is there for all to see.
13. I must always be able to be identified personally in any web, social networks or any other digital profile by a common name or photo. Aliases are not to be used.
14. I will communicate with students only in a professional capacity.
 - I will not use personal social media to interact with current or former students under the age of 18.
 - I will not post pictures of my students to my personal social media pages. (If a teacher has child(ren) enrolled at a GRACE School, be aware that some parents do not want their children to appear on the internet. Be considerate when posting your child's school event/information).
 - Whenever practical, an official school or diocese platform should be used for social media communication.
15. I will not reveal the personal phone number, address or e-mail address of students and staff nor will I misrepresent their identity.
16. I will not use school technology for commercial activity, product advertisement or political lobbying.
17. I realize that all data residing on and created with the school computer system, including electronic mail, is the property of the GRACE Catholic Schools and as such I have no expectations of it being private only to me.



SAFE ENVIRONMENT SOCIAL COMMUNICATIONS POLICY **FOR THE DIOCESE OF GREEN BAY**

Social networks and other digital communication offer individuals, groups and the Catholic Church an opportunity to connect in positive ways. We are able to encourage one another, strengthen community ties and boldly proclaim the Gospel of Jesus Christ.

While communication has technically advanced, it is at its core a human interaction. This *Safe Environment Social Communications Policy* creates clear standards and expectations for online and digital communication to protect children, youth and individuals at risk in virtual spaces. A Diocesan location or system may adopt a local practice that is stricter than this policy but may not adopt a practice that fails to meet the standards and expectations that follow.

Adherence to Diocesan Codes of Conduct

All communication of clergy and employees (referred to as “ministry representatives” in this document) of the Diocese of Green Bay with non-related minors and individuals at risk should conform to “*Our Promise to Protect*” - *Safe Environment Policy, Diocese of Green Bay*

(http://www.gbdioc.org/images/stories/Protecting/pdf/Our_Promise_to_Protect_2012.pdf).

Ministry representatives should always remember that they are representatives of their parish, school or Catholic organization, and should conduct themselves accordingly, sharing a positive, joyful witness to the Gospel with others at all times.

Mandatory reporting

Ministry representatives must immediately report any form of social communication they receive which indicates existing or imminent harm or danger of sexual abuse of a minor to civil authorities. The content of the communication must also be reported to parish leadership, and the Safe Environment Coordinator (920-272-8174) in collaboration for the safety of the individual.

Parents as primary catechists and decision makers

Parents are the primary catechists and role models of discipleship to their children. All ministry representatives have a responsibility to respect the wishes and stated desire of parents with regard to their child’s level of participation in the use of social media or any form of digital communication and the parent’s right to be aware of the content of non-public communications between ministry representatives and their children.

A parent or guardian must complete the ***Parental/Guardian Statement of Intent*** before any ministry representative may engage in any electronic communication with any unrelated minor or individual at risk, with whom they have any connection because of their ministry. The signed ***Parental/Guardian Statement of Intent*** is kept on file at the local level, and it should be refreshed annually. No ministry representative may engage in any non-public electronic communication (any digital communication to which a parent or guardian does not have direct and immediate access) with any unrelated minor or individual at risk without a parent or guardian having granted permission (selecting “Yes, I authorize”) to do so in the ***Parental/Guardian Statement of Intent***.

Guidelines for use of written words, photos, videos and audio recordings

Clergy, employees, and volunteers must obtain parental or guardian permission to photograph, videotape or otherwise record, copy or distribute any personally identifiable information - including, but not limited to, a minor’s full name, photograph, video recording, audio recording, home address, email, telephone number, creative work or any other form of content that would allow someone to identify or contact that minor or individual at risk.

A standard of transparency

Ministry representatives are always witnesses and disciples of Jesus Christ. Therefore, complete transparency is imperative and necessary regarding the content of all digital communication with unrelated minors or individuals at risk.

All ministry representatives must agree to all communication between themselves and any unrelated minor or individual at risk is open to review, and each parish, school or organization must retain consent for this on their premises. This written consent is included as part of the acknowledgement and agreement form for this Policy. Ministry representatives will refrain from using any platform where a record or archive of communication cannot be obtained.

Ministry representatives must always be able to be identified personally in any web, social networks or any other digital profile by their common name or photo. Aliases are not to be used. If you are an employee, an official email account connected to the parish, school, ministry or diocese must be used for all email communication with unrelated minors and individuals at risk. Whenever practical, an official parish, school, ministry or diocese platform should be used for other types of social media communication as well.

Ministry representatives must maintain appropriate boundaries and should use language in their posts that clearly reinforces and identifies their role or affiliation with that ministry, when promoting or discussing ministry events.

Parents or guardians have the right to be made aware of and to request to review non-public social communication between their child or individual at risk, and ministry representatives in its various forms. In exceptional situations when a parent or guardian is not made aware of the content of a non-public social communication, the ministry representative must share that communication with their Supervisor or another ministry representative or another Virtus trained, background-checked adult if the Supervisor is unavailable. It is up to the individual parish, school or organization to determine the form and standards in which this is made available to individuals and how it is retained. Informing parents or guardians is not required for non-private communications such as those sent to youth groups regarding meeting locations or times or other administrative matters.

Accountability

For the protection of all individuals, it is *highly recommended* that ministry representatives follow a *TWO PLUS ONE Policy* for digital communication responding to unrelated minors and individuals at risk. The TWO PLUS ONE standard follows that whenever a ministry individual has the chance to invite another VIRTUS-trained, background-checked adult into the communication, they should do so. This standard fosters safe environments by providing transparency, accountability and a second, checked adult presence when digital communication takes place.

Any parish, school or organization that creates an official ministry page, social media outlet or other digital presence is required to have at least one *paid staff member* maintaining administrator-level privileges to each web-based or social media outlet. This staff member should be assigned as the designated “primary contact” for the outlet, and this information made available to parents.

Questions

Any questions about this policy may be directed to the Office of Safe Environment at 920-272-8174.