

(Print)

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

GRACE School Site(s) \_\_\_\_\_ , \_\_\_\_\_

Position \_\_\_\_\_

**Green Bay Area Catholic Education  
Teacher/Staff Technology Acceptable Use Policy  
(2016-2017)**

**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 school computer network accounts 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.
- 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. Intentionally accessing any inappropriate sites on the Internet is strictly forbidden.
- 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 email accounts that are provided by GRACE to communicate all school correspondence.
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 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).
14. 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.
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.

I have read the *GRACE Technology Acceptable Use Policy*. By signing below, I agree to abide by all these rules.

Teacher/Staff Signature \_\_\_\_\_ Date \_\_\_\_\_  
(signed document to be filed in employee's personnel file annually,  
located at GRACE Administrative Office at 1087 Kellogg Street, Green Bay)