



St. Gregory the Great Academy

A Ministry of the Church of St. Gregory the Great

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TECHNOLOGY ACCEPTABLE USE POLICY FOR THE DIOCESE OF TRENTON ELEMENTARY AND SECONDARY SCHOOLS

INTRODUCTION

“Technology must be at the service of the human person...in conformity with the plan and the will of God” ... “This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all.” (Catechism of the Catholic Church, #2293, #2294)

We believe **that technology including the Internet** is a tool that needs to be respected and used for the enrichment of learning. It is important that we understand that schools are founded for faith development and that all tools are used in the education process.

The parent, student and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the following policy, the individual agrees to appreciate **the resource** advantage of all technology and not use it in any manner that violates these values and ideals.

Definition: In this policy the term technology refers to all electronic devices including but not limited to digital media, software, network systems (between users and internet), electronic communications such as cell phones, texting and e-mail.

PURPOSE

The purpose of school-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school’s philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered and obtained from the Internet and all other technology resources in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Parent permission is required for posting students’ pictures and information on the school website.

FACULTY RESPONSIBILITIES

Administrators, teachers, support personnel and students access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student’s attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

STUDENT SUPERVISION

In order for a student to gain access to school-provided technology, hardware, software and network, he/she must obtain the written permission of the parent/guardian in the form of a parent signature on the Student Acceptable Use Policy, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students will sign the Technology Acceptable Use Policy as well. Students utilizing technology resources are responsible for their behavior in accordance with the school's disciplinary policy. Users will not be permitted to use any technology in school while access privileges are suspended or revoked in school.

- Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that all users are acting responsibly. The privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, will be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the school Internet through the school or personal device they have brought to into school. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.
- Administrators, teachers, support personnel and students will not use any school technology including but not limited to: computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.
- Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology, including any information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.
- Teachers, support personnel and students will not remove technology hardware or software from the school without permission of the administrator(s).
- Administrators, teachers, students and support personnel will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.
- Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.
- Students will not use the school technology in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

- Teachers, support personnel and students will not subscribe or use fee based on-line services in school without the prior written approval of the school administrator(s).
- Administrators, teachers, support personnel and students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge any digital media.
- Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his / her parents or guardians.
- Administrators, teachers, support personnel and students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.

STAFF RESPONSIBILITY

All school staff members **are responsible for supervising students using technology and** are obligated to read, understand and adhere to the procedures and enforce the rules concerning acceptable use of school technology. Whenever a staff member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with this procedure and the school's disciplinary code.

PARENTAL RESPONSIBILITY

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

GUIDELINES

The educational value of the school's use of technology is the responsibility of the teachers as well as the students and their parents/guardians. Students are expected to use technology resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Teachers, support personnel and students will not make unusable or inaccessible any individual's computer data files and/or programs.

- Teachers, students and support personnel will not access another person’s materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.
- Teachers, support personnel and students will not use or attempt to obtain another user’s credentials.
- Teachers, support personnel and students will not use school technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Teachers, students and support personnel will not write, produce, generate, copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer’s memory, file system or software.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.

ELECTRONIC MAIL

Electronic mail (e-mail) is a private electronic message sent by or to another person having Internet mail access. **Students may not access private email at the Academy unless directed to by a teacher, they are under the direct supervision of said teacher, and the purpose is educational. Students in those grades which have been assigned credentials for the SGGG Google Drive are to understand that all activity on the Google Drive must conform to the standards set forth in this handbook.** Messages received by the system are retained on that system until deleted by the recipient. Members are expected to remove old messages in a timely fashion. The system administrators may remove such messages if not attended to regularly by the member.

The system administrators *may inspect the contents of mail sent by one member* to an identified addressee, investigate complaints regarding mail alleged to contain inappropriate, unkind, inaccurate, abusive, profane, sexually oriented, threatening, racially offensive, or otherwise illegal material. *SGGA reserves the right to cooperate fully with local, state, or federal officials in any investigation concerning or relating to any mail transmitted on the academy network.*

SOCIAL MEDIA

No student is to access or make posting to social media sites, including but not limited to Facebook, Twitter, Instagram, Snapchat, Kik, etc., while at the Academy. Students are also prohibited from making postings on such sites which threaten or degrade St. Gregory the Great Academy, its teachers, and/or students. Students are prohibited from using the Academy seal without written permission. Students who make postings which are deemed inappropriate by the principal will face disciplinary measures. Students who make postings which are deemed threatening will be reported to local law enforcement, and St. Gregory the Great Academy will cooperate fully in legal investigations of such behavior. PARENTS ARE REMINDED THAT THEY ARE RESPONSIBLE FOR THE ONLINE CONDUCT OF THEIR CHILDREN.

DIOCESAN POLICY 5050.9: STUDENT PARTICIPATION ON SOCIAL NETWORKING SITES

Social Networking Sites are a part of 21st century culture for students today. It is important that Catholic elementary and secondary students understand that they have a responsibility to participate in Social Networking Sites in an appropriate manner. The values and ideals of the Catholic faith are to be followed in posting comments on a Social Networking Site.

The following points, while not comprehensive in nature, provide initial guidance:

- Students are not to comment, post, join or otherwise affiliate with or publish any information on social networking sites, including (but not limited to statements, comments, photographs, groups, profiles, or links to third party websites) that in the discretion of the school or the diocese contains inappropriate content.
- Students are not to infringe upon another’s copyright or trademark without appropriate permission.

- Students are not to write or post anything that is sexual in nature.
- They are to refrain from postings that involve illegal, dishonest or unethical conduct and that involve the use of drugs or alcohol or support or sell drugs or alcohol.
- Students will refrain from postings that are offensive in nature or are considered discriminatory or harassing in nature.
- Postings are to be free from elements that harm the reputation of or cause embarrassment to the school, diocese, co-workers or teachers.
- Students are not to interact with current administrators or teachers on a Social Networking Site. This includes, but not limited to, listing current administrators or teachers as friends or connections on Social Networking websites or posting any comments whatsoever on current administrators or teachers pages or profiles.
- Students shall screen, block and/or remove any comments that violate this policy.
- Students should critique any third party comments or postings prior to publication
- The school and diocese reserve the right to conduct periodic internet searches in order to determine whether students have violated this policy.

Signing the diocesan/school Acceptable Use Policy indicates student’s agreement to comply with this policy. If a student violates this policy the local school and diocesan discipline policy will be followed

ACADEMY-ISSUED TECHNOLOGY (“CHROMEBOOKS”)

Certain grades will be issued tablet computers (“Chromebooks”) for the purpose of instruction. Some student texts will only be available online, which will require the use of the Chromebook during school. Also, each student in certain grades will be assigned an Academy account within Google Drive. Students will use Google Drive to complete and submit assignments, as well as receive feedback from teachers. Students who are issued Chromebooks will be bound by the “Chromebook Policy” distributed with the device. Only students whose parents sign the policy will be permitted to take the Chromebook home. At all times, the Chromebook must be transported carefully in a backpack. The Chromebook remains the property of SGGGA, and can be confiscated at any time by any Teacher or Administrator.

AGREEMENT

Student: In exchange for me being granted the use of technology, including the Google Drive, at St. Gregory the Great Academy, I assent to all directions in this Student Acceptable Use Policy.

Student Signature

Homeroom

Parent: In exchange for my child being granted the use technology, including the Google Drive, at St. Gregory the Great Academy, I consent to all directions in this Student Acceptable Use Policy.

Parent Signature

Date