

# **St. Joseph School**

## **Student Technology Responsible Use Policy**

### **Introduction**

St. Joseph School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life and citizenship. We are committed to educating students in developing 21<sup>st</sup> century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

### **Overview**

- The St. Joseph School network is intended for educational purposes.
- All activity over the network or using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations.
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network can result in disciplinary action.
- St. Joseph School makes a reasonable effort to ensure students' safety and security online by using an internet filter, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

### **Intent of Usage Policy**

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you don't know or understand.

### **Web Access**

St. Joseph School provides its students with access to the Internet (websites, resources and online tools). That access is restricted in compliance with the Children's Internet Protection Act regulations and school policies. Students using their personal device at school **must** use the school's wireless network. Web browsing may be monitored.

Students are expected to respect that the web filter is a safety precaution and should not try to circumvent it. If a site is blocked and a student believes it should not be, the student should follow the school protocol to alert their teacher for site review.

### **Responsible Use of Technology**

Responsible uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology:

1. I will not use school or other technologies in a way that could be personally or physically harmful. Examples of such are electronic communication to harass, intimidate embarrass, or bully anyone.
2. I will not damage, change or tamper with the hardware, software, settings or the St. Joseph School network in any way. I will not interfere with the operation of the network.
3. I will use the school's network even if I have my own data plan.
4. I will use school technologies only at the direction of the teacher and for educational purposes only.
5. I will encourage positive and constructive interactions in using communication or collaborative technologies.
6. I recognize that school use of school technologies is a privilege and treat it as such.
7. I will alert a teacher or other staff member if I see threatening, inappropriate or harmful content in any capacity (images, messages, etc.).
8. I understand that SJS has the right to view any data, files, logs, etc. that exists on the school network. In addition, SJS reserves the right to view or remove any files on the network without prior notice to the users.

### **Educational Use**

1. I will respect copyright laws. I will properly cite sources and will not plagiarize content I find online.
2. While at school I will use my device only for educational purposes and school related activities as directed by the teacher.

3. I will be ethical and respect the privacy of others throughout the SJS network and will not share or access other's folders, files or data without specific authorization.
4. I will not share my password or other confidential device information with others.

### **Personal Electronic Devices**

1. I am responsible for my own device. I will use it in the school setting as directed by the teacher.
2. I am responsible for monitoring and keeping the device charged either at school or home. The device is expected to be charged for use at school.
3. I am responsible for the security, repair, loss, misplacement or damage to my personal electronic device.

### **Personal Responsibility**

1. I am prepared to be held accountable for my actions, for the loss of privileges, and may experience other appropriate consequences if these rules are violated.
2. Disciplinary responses will be determined by the extent and degree of the violation of the Responsible Use Policy. This may include, but not be limited to:
  - a. Notification of parents through the Conduct Referral procedure and/or conference.
  - b. Suspension of network, technology or computer privileges
  - c. Detention or suspension from school.

### **Internet Filtering Program**

St. Joseph School has an effective internet filtering program that monitors internet activity, detects inappropriate usage and blocks and/or filters inappropriate material. SJS has used this program effectively and successfully, but as with all programs it cannot be 100% guaranteed.