

# Immaculate Heart of Mary School Diocese of Cleveland

## Student Acceptable Use Policy

Immaculate Heart of Mary Grade School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy ("Policy") is intended to minimize the likelihood of such harm by educating the School's students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

**Definition of school technology system:** The school systems and networks (collectively, "System") are any configuration of hardware and/or software whether used on or off school property. **The System includes, but is not limited to, the following:**

- telephones, cellular telephones, and voicemail technologies;
- email accounts
- servers
- laptop computer hardware and peripherals
- software including operating system software and application software including without limitation video conferencing software
- digitized information including stored text, data files, email, digital images, and video and audio files
- internally or externally accessed databases, applications, or tools (Internet- or District-server based)
- school provided Internet access
- school filtered public Wi-Fi
- school provided Chromebooks
- school provided personal digital assistants ("PDAs"), tablets, IPADs and similar devices
- school issued access to third party websites (i.e., Google apps, Zoom, Flipgrid, Dojo, Blooket, etc.)
- new technologies as they become available

**Acceptable Use:** Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

**Access to communication system:** Access to the school's electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi (available for students who bring in their own personal telecommunication devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA.

**Access to the School's computer/network/Internet is a privilege, not a right, and may be revoked at any time.**

**Scope of Use:** The System is intended for use for educational and instructional purposes only. .

**Inappropriate Use:** Inappropriate use includes, but is not limited to, uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Vandalism or Mischief:** Tampering with or theft of components from the System or devices may be regarded as criminal activity under applicable state and federal laws. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

**Modification of Computer:** Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

**Student Access:** System access is provided to all students unless parents or guardians request in writing to the school principal that access is denied. When a student is in a classroom setting on school property, student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

**1. Respect and protect the privacy of others.**

1. Use only assigned accounts.
2. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
3. Distribution of private information about others or themselves is prohibited.
4. Decline to record any individual, educational instruction or any portion of communications without prior written consent of teacher or school administration.

**2. Respect and protect the integrity, availability, and security of all electronic resources.**

1. Observe all network security practices as posted.
2. Changing school-issued passwords is prohibited.
3. Creating accounts for any digital platform using your school-issued account is prohibited
4. Report security risks or violations to a school administrator, teacher or network administrator.
5. Destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner is prohibited.
6. Conserve, protect, and share these resources with other students and Internet users as appropriate.
7. Get appropriate pre-approval before accessing the network or websites with school-issued and personal devices.
8. Overriding the Internet content filtering system is prohibited.

**3. Respect and protect the intellectual property of others.**

1. Copyright infringement (making illegal copies of educational lessons, music, games, or movies) is prohibited.
2. Plagiarism is prohibited.

**4. Respect and practice the principles of parish and school community.**

1. Communicate only in ways that are kind and respectful.
2. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
3. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works) is prohibited.
5. Using the resources to further other acts that are criminal or violate the school's code of conduct is prohibited.
6. Sending spam, chain letters, or other mass unsolicited mailings is prohibited.
7. Buying, selling, advertising, or otherwise conducting business, unless approved as a school project is prohibited.
8. Posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds is prohibited.

**5. Abide by the Student Code of Conduct in the use of the System at all times.**

**School Email and Communication tools:** Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools are limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

**The Use of Video Conferencing:** Staff and students may from time to time use video conferencing software for educational purposes, including without limitation Zoom and Google Meet. Video conferencing is a way that students can communicate with teachers, other students, speakers, others from their school, local community, and/or other parts of the country and the world, in real time. All students agree to the following related to use of video conferencing software whether or not on school property during use:

- A. Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session.
- B. Students are only permitted to transmit audio/video images using the System when **all** of the following conditions are met (i) it is under teacher's direction, (ii) it is for educational purposes, (iii) it is sent only to other classmates or school staff members, and (iv) it is sent during classroom hours.
- C. Students shall not record any portion of a video conferencing session.
- D. All sessions must be set up solely by school personnel and communicated to students and/or parents privately and not through any public domain.
- E. Classroom and school rules apply to all remote learning experiences.

**Subject to Monitoring:** All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, from both school-issued and personal accounts, transmitted through or stored in the System, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of the School for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Students have no expectation of privacy with respect to use of the System whether on or off school property and whether the devices are school or personally owned. Administrators reserve the right to examine, use, and disclose any data found on the System in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions and/or may refer information to law enforcement if a crime is believed to have been committed.**

**All computers, chromebooks, devices, laptops, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.**

- **Chromebooks, cases, and power cords are the property of Immaculate Heart of Mary Parish School.**
- Students are not permitted to bring or use any personal electronic devices (excluding phones, which must remain in the off position, in bookbag, in school locker). This includes, but is not limited to, tablets, Kindles, Nooks, laptops, iPods, iPads, Smartwatches, Fitbits, etc. **According to the Student Handbook this includes any school activities until 6:00 p.m.**
- Students will use their Google Account responsibly and for educational use only regardless of where the device is being used.
- **Students are not permitted to use their school-issued account to create accounts on other platforms.**
- Students will only use their school-issued Google account to log onto any school-issued device (chromebook, iPad, student computer, lab computer, laptop). **No other person is permitted to use/log into a student's chromebook and/or Google Account.**
- Students will not share or change their passwords. **The Technology Integration Specialist is the only person permitted to change passwords.**
- Students are NOT permitted to install apps or change settings on the school owned Chromebook or any other school owned device (laptop, iPad, computer). All necessary apps will be synced to the device remotely with no interruption to the student by the Technology Integration Specialist.
- Students must use appropriate language and etiquette in all forms of electronic communication.
- Students are required to give credit where credit is due (follow copyright laws).
- Students are not to take or store any photos of themselves or classmates on their Google Drive or on any school-owned device unless explicitly approved by a teacher.
- Student accounts will be monitored by Immaculate Heart of Mary School. There should be no expectation of complete privacy on a school-owned device using a school-managed account. **Students are not permitted to clear their history or any part of their history.**

## **Software on Chromebooks**

Immaculate Heart of Mary Chromebooks are managed devices. All software and apps on the Chromebooks will be installed and managed wirelessly through Immaculate Heart of Mary School. **Students will not be able to install additional apps or extensions on their Chromebooks.** Additional software will be installed wirelessly as it is recommended and approved by teachers and school administrators. Please note: virus protection is unnecessary on the Chromebook due to the unique nature of its design. Also, please note that Internet content on the Chromebook will be filtered through the school IHM-Student wireless network while in use at school. **At home, you will be responsible for filtering Internet content through your own wireless connection or via parental supervision.**

Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communication device may be monitored by the school administration.

**Probationary Student Privileges:** To protect the assets of the Immaculate Heart of Mary School, some students will be required to turn in their Chromebooks at the end of each school day. A designated teacher will secure the equipment during the evening and the student will be allowed to check it back out on a daily basis. Students who will be included as probationary will be the following:

- Students who have repeatedly violated the Acceptable Use Policy
- Students who have damaged their Chromebook, or that of another student, and have not paid for the necessary repairs/replacement, if not covered under "Portable Technology Device Repair/Replacement Fee" coverage.

**Consequences for Violation:** Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Consequences of misuse or abuse of these resources will be disciplined. In addition to school disciplinary action, appropriate legal action may be taken.

## **Violation of Acceptable Use Policy**

- First violation will result in a 1 week loss of all technology privileges including access to the student's Google account. The student's chromebook will remain locked in the office during this time.
- Second violation will result in a minimum of a 1 week loss of all technology privileges including access to the student's Google account and a detention. The student's chromebook will remain locked in the office during this time.
- Third violation will result in a minimum of a 1 week loss of all technology privileges including access to the student's Google account (the student's chromebook will remain locked in the office during this time), a meeting with the student, parents, principal, homeroom teachers, and Technology Integration Specialist, a detention, and probationary status for the remainder of the school year.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student. Upon its discretion, the school reserves the right to request student/parent complete additional forms prior to the distribution of any electronic devices.