

St. Philip Neri School Telecommunications Responsible Use Policy

Introduction

The Diocese of Oakland recognizes the various ways, both positive and negative, that students, personnel, and parents can use technology both in school and at home. Our schools seek to educate 21st Century learners through 21st Century teaching. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community.

As a community of faith that embraces technology, we recognize the following:

- Words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents
- The values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means
- Using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of each of the schools.

The Diocese of Oakland discourages students, personnel, and parents from using technology in irresponsible ways both at school and at home and will hold all users responsible for their published words if they effect the school, administration, faculty, staff, students and families. Students, personnel, and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion/dismissal.

Code of Conduct

St. Philip Neri School students are expected to model a code of conduct reflecting the school philosophy of St. Philip Neri School at all times. This includes all school events and activities, and extends beyond the physical boundaries of the school.

The school's jurisdiction with respect to conduct includes:

- At all times when the student is on school grounds
- At all times during the school day, both on and off school grounds
- At all officially sanctioned school-sponsored events
- Outside of the school day when the student's public behavior reflects upon the school.

Note: The school retains the right to discipline students for their actions, regardless of when or where they occur, when those actions negatively impact the school's image, reputation, and/or the safety and well being of the school community. This covers inappropriate behavior in cyberspace including but not limited to messages, chat room commentary, comments/pictures, postings on social networking sites, blogs, wikis, gaming, chats, digital transmissions and other technology related activities.

Telecommunications Responsible Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom

As a school technology user, I agree to follow the rules and code of ethics in all of my work with telecommunications while attending <School Name>:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, or utilizing mobile technology within the classroom, I will work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab or around the mobile lab equipment.
2. I recognize that copyright laws protect licensed media; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of my password and not share it with others; I will also protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. If I become aware of any misuse by others, I will notify the school site administrator immediately. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of technology is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.
7. Cyber-bullying, cyber-harassment, and cyber-stalking are forms of bullying that utilize electronic means including, but not limited to email, texting, inappropriate images, posting, and instant messaging. These forms of harassment are taken seriously and are prohibited.
8. Students, personnel and parents may not take or transmit images that violate the Responsible Use Policy. Taking pictures, videos, or recordings without a person's knowledge is a violation. The transmission, display, and sharing of inappropriate images is subject to disciplinary and legal action.
9. Students are allowed to bring personal computers or mobile devices onto campus for educational purposes only and at the discretion of the classroom teacher or school administration. This privilege can be revoked at any time if the student violates the Responsible Use Policy. The school will not be responsible for the security, troubleshooting or repairing of student or personnel-owned computers. Students/parents/guardians and personnel accept full responsibility for the loss or damage to their computers or mobile devices.

Violation of Telecommunications Responsible Use Policy

Any user who violates the Responsible Use Policy or local, state, or federal law, faces the loss of technology privileges, disciplinary action, and may face legal prosecution.

Student & Parent/Guardian User Agreements and Parent Permission Form

Part 1:

Before signing this form, parents/guardians and students should read and review all of the information above. Return this page with both the student's signature and a parent's/guardian's signature to your school's Technology Coordinator.

1. We have read and agree to comply with the terms of this policy governing the use of the school's technology resources and the responsible use of all telecommunications at school, home, and work - communicating over the network in a responsible fashion while honoring all relevant laws, policies, regulations, and restrictions.
2. We understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal actions.

Student Signature: _____

Date: _____

Printed Student Name: _____

Parent/Guardian Signature: _____

Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Printed Parent/Guardian Name: _____

Part 2:

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations of all provisions contained within the policy. I also understand that the Telecommunications Responsible Use Policy applies if I am a user of school technology.

Parent Signature _____

Date _____

Printed Parent Name _____

Photo - Video Release

Family Name: _____

Child(ren) Name(s):

Policies:

- 1. Parents/Guardians must give permission for their son/daughter/children to be photographed or videotaped at <School Name>.**
- 2. For safety and privacy, student names are not to be posted with any pictures used.**
- 3. Students, parents and/or guardians cannot take pictures of school personnel or other students at school or school sponsored events and post those photos to an open social media network without the written consent of the personnel or student's parents/guardians.**

Options for media sharing (please choose one):

- The school may share photos/videos of you and your child ONLY within the school community. This includes the use of websites with password protection.
- The school may not share any photos/videos of you or your child online or in print.
- Photos/videos of you or your child taken by staff will be stored securely.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Date: _____

Return to the School Office by

Personnel User Agreement

Technology Concerns

Blogs: Engagement in online blogs with students such as, but not limited to, MySpace and Facebook®, etc. may result in disciplinary actions if the content of the employee’s blog includes defamatory comments regarding the school, the faculty, other students, parents, or the parish.

Employees should not be social networking “friends” with school students.

E-mail: An employee’s email on his/her school email account should not be considered private and may be read at any time by School Administration.

Instagram®: Photos and captions on an employee’s Instagram® account that depict the school, the faculty, students, or the parish in a defamatory way may result in disciplinary action.

Sexting: Employees involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face termination.

Texting: Employees may not text students.

Before signing this form, personnel should read and review all of the information above. Return this page with your signature to your school’s administrator.

1. I have read and agree to comply with the terms of this policy governing the use of the school’s technology resources and the responsible use of all telecommunications at school, home, and work - communicating over the network in a responsible fashion while honoring all relevant laws, policies, regulations, and restrictions.
2. All email communications from the administration, faculty, and staff to students, parents or guardians must be from school site email accounts. School personnel will not communicate with students, parents or guardians through personal email accounts.
3. School personnel are not to ‘friend’ school parents or students on social networking sites. Personnel should not friend a student until they have graduated from high school and are 18 years of age.
4. School personnel are not to call or text students using their personal device.
5. I understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal actions.

Printed Personnel Name: _____

Personnel Signature: _____

Date: _____