

Saint Norbert School

Addendum to the Technology Acceptable Use Policy of the Archdiocese of Philadelphia

Introduction

Effective learning thrives when there is continuous dynamic interaction between students, teachers, and parents. 21st Century technology has exciting ways to strengthen this dynamic interaction. Saint Norbert School (SNS) is committed to providing our students with the best technology learning tools and resources available, and require that these tools and resources be used in a safe and responsible manner.

SNS uses Internet filters as well as other technology safeguards to provide a safe learning environment when using technology resources.

SNS provides uninterrupted high quality wireless network connectivity. However, SNS cannot guarantee that the network will be up and running 100% of the time.

SNS monitors all use of school technology resources and reserves the right to inspect school owned technology devices at any time without prior notice.

The **Technology Acceptable Use Policy of the Archdiocese of Philadelphia** and SNS's **Addendum (TAUP*)** contain rules and information designed to insure the safe and effective use of school technology resources. It is intended for students, faculty, administrators, staff, volunteers, community members and anyone else who is allowed to access and use school technology resources.

SNS "technology resources" include

- **Electronic Devices** such as iPads, computers, cell phones, iPods, digital cameras, printers and projectors.
- **Internet Connectivity** allowing filtered supervised access to places on the World Wide Web including but not limited to educational sites, social networking sites, blogs, chat rooms and other school-appropriate web locations.
- **Electronic/Digital Methods of Communication** including but not limited to email, instant messaging, texting, FaceTime, Skype, and Voice-Over-IP.

The TAUP covers technology resources **inside school** that are used for *both school related reasons and/or personal reasons*. This policy also covers technology resources (school owned or personally owned) that are **outside of school** if the use of that technology threatens any disruption in school. Such disruptions include, but not limited to, the harming of student rights, the harming of teacher/school administrator rights, and/or any interference with the ability of a student or teacher to participate fully in school activities including extracurricular activities.

Due to the evolving nature of technology SNS reserves the right to amend or add to this TAUP at any time without prior notice.

***In this document the acronym "TAUP" is used to indicate both the *Technology Acceptable Use Policy of the Archdiocese of Philadelphia* and the *SNS Addendum*.**

Failure to abide by the TAUP rules and requirements will result in appropriate disciplinary action including:

- Issuance of Demerits.
- Issuance of Detention.
- Temporary suspension of iPad use, and/or temporary suspension of the use of other school technology resources including Internet access.
- Termination of iPad use and/or termination of the use of other school technology resources including Internet access.
- Suspension from school.
- Expulsion from school.
- Any other disciplinary measures deemed appropriate by school officials.
- If warranted, Saint Norbert School will contact the appropriate law enforcement agencies to pursue necessary legal action.

Rules and Requirements for the use of SNS Technology Resources

Users will:

- use school technology resources for educational purposes, to enhance student learning, and for other school related reasons.
- access social networking or gaming sites **for educational purposes only, and only when permitted by a teacher.**

Users will not:

- use technology for any illegal activity.
- use technology for commercial gain or profit unless such gain or profit is obtained from an approved educational site.
- breach any confidentiality obligations of the school community.
- harm the goodwill and reputation of SNS.
- transmit any material in violation of local, state or federal laws.
- attempt to circumvent any technology related security system.

When on the Internet – users will not:

- post, publish, or display unacceptable material including, but not limited to, material that is defamatory, inaccurate, violent, abusive, profane, obscene, offensive, or sexually explicit.
- use unacceptable language including, but not limited to, language that is obscene, profane, lewd, vulgar, rude or threatening.
- deliberately visit any website that is not in line with, and/or does not support, SNS's educational objectives and technology goals.
- deliberately visit any site displaying or promoting unacceptable material including, but not limited to, material that is violent, abusive, profane, obscene, offensive, or sexually explicit.

When interacting with others on the Internet – users will not:

- bully, harass, threaten, deceive, intimidate, offend, embarrass, or annoy another individual.
- knowingly or recklessly post false information about a student, school employee, member of the school community or school organization.
- post any photo, image, video, or likeness of a student, school employee, or member of the school community without express permission **from that individual and from the school principal.**
- create a website about a student, school employee or member of the school community without express permission **from that individual and from the school principal.**
- post any photo, image, video, or likeness, of any person outside of the school community without express permission **from that individual and the school principal.**
- create a site about any person outside of the school community without express permission **from that individual and the school principal.**

Protection of Copyright/Intellectual Property and Identity

- All sources used for teacher and student work must be properly cited.
- Users will not copy or use licensed CDs, software, or any other protected media unless they have obtained the appropriate permission to do so.
- Users will not transfer any intellectual property, including copyrighted material, to or from school unless they have express permission from the owner.
- Users will respect all copyrights, license agreements and other applicable intellectual property rights in accordance with Federal Intellectual Property Laws.

Electronic Communication between Students and Faculty/School Administrators

- Electronic communication between the students themselves, and between students and faculty/school administrators, is permitted when conducting school related business and/or for educationally appropriate purposes only. School sanctioned methods of electronic communication include:
 - teacher and student communication via school email
 - teacher and student communication via approved phone numbers
 - communication via a teacher's school web page
 - communication on teacher-created educational networks or websites
- If a student uses a personal phone number, email address, network, website, or any other unsanctioned method to communicate with a teacher or school administrator, that teacher or school administrator will immediately report the action to the principal.

Electronic Communication between Parents and Faculty/School Administrators

- While carrying out their school duties and responsibilities, a teacher or school administrator may be required to contact parents outside of the school day. In these cases the teacher or administrator will contact parents using the home or cell phone number that is on file with the school. Teachers will not give a parent's home or cell phone number to any student.

Teacher and Student Personal Use of Social Media

- Students and teachers will always use appropriate respectful speech when posting to any personal social media account.
- Students and teachers will not post, publish, or display material that is defamatory, inaccurate, violent, abusive, profane, obscene, offensive, discriminatory, harassing or sexually explicit and will not use language that is obscene, profane, lewd, vulgar, rude or threatening.
- Teachers and students may not post comments about member of the school community without that person's consent unless the comment is related to a subject of public concern and falls under applicable United States Constitutional protections.
- Teachers may not "friend" any current student on any personal social networking site.

Saint Norbert School Technology Acceptable Use Policy Contract For Student and Parent/Guardian

Student Name/ID _____

Graduation Year _____

Grade _____

Room Number _____

Parent/Guardian: Please return this form to the school after you and your child review the TAUP*, and both of you sign below.

Student:

My signature below means that I have read and agree to follow all rules and guidelines outlined in the TAUP. I agree not to access inappropriate material when using the Internet. I understand and will respect all Intellectual property laws including Copyright laws when using the Internet, computers and telecommunications devices.

Student Signature _____ *Date* ____/____/____

Parent/Guardian:

As the parent or guardian of this student, I have read the TAUP. I will instruct my child regarding the technology policies, rules and restrictions for Internet use as outlined in the TAUP. I will emphasize to my child the importance of following these rules for personal safety.

I hereby release Saint Norbert School and The Archdiocese of Philadelphia, their personnel, and any other institutions with which they are affiliated, from all claims and damages arising from my child's use of, or inability to use, the Internet, including but not limited to claims arising from any unauthorized purchase of products or services made by my child.

I will not hold Saint Norbert School or the Archdiocese of Philadelphia liable as a result of my child's use of the Internet, computers and/or telecommunications devices on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

I give my permission for my child to use the Internet and all other school technology resources.

Parent/Guardian please print name _____

Parent/Guardian Signature _____ *Date* ____/____/____

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