

St. Thecla Catholic School

The Acceptable Use of Electronic Information Access and Use for Educational Purposes Policy

2020-2021

St. Thecla School recognizes that advancements and use of electronic informational technology affect the manner in which information may be accessed, communicated, and utilized in the educational endeavors of our community. St. Thecla School provides access to electronic information in multiple formats, thus meeting ever changing informational management needs. This technology allows learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and enhance the educational effectiveness. The primary purpose is to assist learners in becoming responsible, self-directed, and successful members of society.

The Acceptable Use of Electronic Information Access and Use for Educational Purposes Policy is to govern the access, use, and security protocol of the St. Thecla School Systems (defined below). Every User (defined below) must read, sign, and abide by this policy in order to maintain a successful learning environment.

Terms:

- (a) "School Systems" means St. Thecla School Equipment and St Thecla School Network (WIFI).
- (b) "School Networks" means all St. Thecla School voice/data systems, internet, intranet, and extranet systems.
- (c) "Users" means any individual who access and/or uses St. Thecla School Systems. This includes without limitations: School full/part-time and/or temporary faculty and/or employees; School parent, students, and volunteers; School third party contractors, vendors, consultants, representatives, agents, and their full/part-time and/or temporary employees.
- (d) "PTD" means Personal Technology Devices which includes: laptop/desktop computers, tablets, cellphones, pocket personal computers, video recorders, and watches.
- (e) "School Equipment" means any and all electronic device owned, leased, or operated for the benefit of St. Thecla School. These may have the capability of creating, sending, receiving, and or storing electronic information or communications. This may include computers, servers, hard drives, scanners, photocopiers, printers, fax machines,

telephones, and PTAs. Equipment also includes all operating software licensed for use by St. Thecla School.

- (f) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems. These are not owned or leased to St. Thecla School. This may include user owned equipment. User Equipment without connectivity to School Systems does not fall under the purview of this policy.
- (g) “School Confidential Information” means all confidential and/or proprietary information of St. Thecla, faculty, administrators, student, employees, or third parties conducting business with St. Thecla School.
- (h) “School Electronic Information” means all electronic information (including School Confidential Information), communication created, sent, received, stored, and/or otherwise used on behalf of St. Thecla School. This does not require St. Thecla School Systems to be the initiator of said School Electronic Information. This information includes voicemail messages stored on St. Thecla School Equipment.

Policy Application:

This policy applies to all Users and to all School Systems, User Equipment, and School Confidential/Electronic Information.

To the extent this Policy applies to all school faculty/employees, this Policy supplements, but does not replace, St. Thecla School’s [policies/procedures/handbook]. Any school faculty/employee who violates this Policy may be subject to disciplinary action up to termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, St. Thecla’s Code of Conduct. This Policy also governs any conflict or inconsistencies with the terms of such Code of Conduct. Any students who violates this policy may be subject to disciplinary action up to suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, the school’s contractual agreement with such third parties. This Policy also governs any conflict or inconsistencies with the terms of such third-party contractual agreements. Third parties who violate this policy may no longer be considered eligible for access to and/or use of the School Systems, School Confidential Information, and School Electronic Information. These violations shall be considered a material breach of its agreement with the school, entitling the school to terminate such agreement for appropriate cause.

St. Thecla School Systems and School Confidential/Electronic Information are considered St. Thecla School property. This property is utilized solely for educational purposes and/or the school’s operational activities.

School Responsibility:

St. Thecla School retains the right to search, monitor, access, and/or review all School Systems, School Equipment, and School Confidential/Electronic Information. This also gives the school access to the above items without providing notice at the school's sole discretion. This may include, without limitations: viewing, modifying, printing, downloading, and/or listening to emails and voicemails created, sent, received, stored, and/or otherwise used through the School Systems. This also includes viewing, modifying and/or removing a User's electronic mailbox or audit trails created by the School System.

St. Thecla School will designate a system administrator who will manage the School Systems and also make the final determination as what is inappropriate use based on this policy. The system administrator may close a User's account, restrict/deny access to use the School Systems at any time for infractions against this policy. This will be further utilized to prevent unauthorized activity.

St. Thecla School will implement filtering software intended to block "minors' access to materials that are obscene, child pornography, harmful to minors, or that St. Thecla determines inappropriate. However, St. Thecla School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. St. Thecla will uphold its due diligence in blocking the above access. This filtering software operates only within the school's wide area network (WAN) or its local area network (LAN).

St. Thecla School cannot take responsibility for actions taken by any Users that do not support the policies and purposes of St. Thecla School.

St. Thecla School Administration will have the sole discretion to terminate the availability of the School Systems, such as Internet access, at any time to PTDs or Users accounts.

It shall be the responsibility of all members of St. Thecla School staff to supervise and monitor the usage of the St. Thecla School Network and access to the internet. This must be done in accordance with this policy and the Children's Internet Protection Act.

The school will review and receive education about safety and security while using emails, social media, and other School Confidential/Electronic Information. This may include the inherent dangers with online disclosure or personally identifiable information, the consequences of unauthorized access, cyber bullying, and other unlawful or inappropriate activities. The school will review cyber-safety with students during the school year and offer reminders and reinforcement about safe and appropriate online behaviors.

User Responsibilities:

Following the terms of the policy Users are authorized to utilize School Systems, access information from outside resources, and the School Networks to facilitate learning and enhance educational advancement

Users are responsible for:

- Using School Systems only for facilitating learning, appropriate personal growth, and enhancing educational informational exchange consistent with the goals of St. Thecla School.
- Attending appropriate professional training sessions.
- Seeking instruction for the use of any available technology with they are not familiar with.
- Adhering to the rules established for the use of the St. Thecla School Systems.
- Maintaining the privacy of their passwords and creating unique and difficult to acquire passwords. This is included on their PTDs.
- Using e-mail, chat, instant messaging, and other two-way electronic communications in a manner that will benefit the educational needs. This should also be only under the direct supervision of an adult. Again, this includes PTD's utilizing the School Systems.
- Scanning all outside electronic media for viruses, damage, and other contamination which might endanger the integrity of School Systems before being used.
- Ensuring that they not knowingly or intentionally introducing a virus, worm, Trojan horse, or engage in other malicious action that affects the School System.
- Maintaining the integrity of electronic messaging system (voice, e-mail, & text), by deleting files or messages that have exceeded their established storage limit. Non-compliance to this may initiate the system administrator in deleting said files or messages and possibly the freezing and/or closing of the account.
- Reporting any violations of the Acceptable Use policy to St. Thecla School Administration.
- Awareness of and adhering to copyright laws, guidelines, trademark laws, and applicable licensing agreements in the use of the School Systems. This includes in the transmission or copying of text or files on the Internet or from other resources.
- Complying with all other applicable laws, both State and Federal, with respect to their use of the St. Thecla School's Systems. Reports of such violations may result in the termination of the User's privilege to use the School Systems, and/or legal action including reports being made to law enforcement of suspected violations of State and/or Federal law. In addition, financial restitution for unauthorized costs incurred, damages, or repairs necessitated by inappropriate use or access.
- Any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment *do so at their own risk*.
- Abiding by the rules set forth in this Policy, general school rules, and additional rules as may be established by St. Thecla School.

User are prohibited from:

- Disclosing, using or disseminating personal identification information regarding students, teachers, or administration over the internet without parent, guardian, or administration authorization.
- From any unauthorized attempts to obtain, read, copy, transmit, or alter any other User's password(s) and/or data without their permission. This is unless it is required to perform the User's St. Thecla School job function.
- Intentionally using the School Systems for purposes other than for St. Thecla School related business. The internet and School Systems shall not be used for illegal activity, for-profit purposes, lobbying, campaigning, advertising, transmitting offensive materials, hate mail, mass e-mailing, discriminating remarks, or obtaining, processing, or sending sexually explicit, obscene, or pornographic material. Vigilance is required to prevent material that is considered pornographic by St. Thecla School or inappropriate to the integrity of the School Systems.
- Using the School Systems to harass, bully, or intimidate.
- Sending messages through the School System that contains profanity, obscene comments, sexually explicit material, expressions of bigotry, racism, or hate. Nor messages that contain personal information the user would not want to be made available to strangers such as the users name, address, telephone number, social security number, pictures, or other personally identifiable information.
- Knowingly or intentionally damaging, vandalizing, or altering any aspect of the School Systems. Such as the malicious use of technology to disrupt the use of technology by others.
- Bypassing network filters and technology security policies or process/access information related to network filters and technology security policies. The School Administration may request to collect and examine any PTD that is suspected of bypassing the network filters and technology security policies.
- Making copies of software from School Systems that are in violation of copyright laws or third-party software/program contracts.

Declaration:

St. Thecla School has developed this Acceptable Use Policy for all Users and it applies to all School Systems, School Confidential Information and School Electronic Information. Access and use of the School Systems is a privilege, not a right, and St. Thecla School has the right to limit, restrict, or prohibit the use to Users.

I have read, understand and will abide by this Policy. I agree to be responsible and abide for all other rules, regulations, related policies and/or procedures regarding the School Systems. I understand that should I commit any violations, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems. St Thecla will utilize rigorous vigilance to prevent any of such material from infiltrating the School Systems. Students that knowingly bring or download such material into St. Thecla School environment will be dealt with accordingly to the discipline policies of St. Thecla School.

In consideration for the privilege of using St. Thecla School Systems and in having access to the information contained or accessed on it, I hereby release St. Thecla School and its operators, sponsors, faculty, staff, all organizations, groups, and institutions with which St. Thecla School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, St. Thecla School Systems.

Users Signature (Must be over 18):

Date: