

Seton Catholic Schools
Technology and Acceptable Use Policy for Employees
2023-24 School Year

Seton Catholic Schools expects its employees to blend thoughtful use of the schools' computer network, educational technologies and the Internet throughout the curriculum, providing guidance to students. In offering this access, it is the expectation of Seton Catholic Schools that the employees will use these electronic technologies for educational purposes only. Employees are expected to use these technologies to support classroom activities, educational research, or professional enrichment. Misuse of these educational technologies may lead to discipline of the offending employee.

Notice to Users

All computers are privately owned computer systems and are the property of Seton Catholic Schools, Inc.

They are for AUTHORIZED use only. Unauthorized or improper use of this system may result in administrative or disciplinary action and civil and criminal penalties. By acknowledging this agreement you indicate your awareness of and consent to these terms and conditions of use. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all users of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site and law enforcement personnel, as well as authorized officials of Seton Catholic Schools, Inc, other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, backup and disclosure at the discretion of authorized Seton personnel.

Internet Use

The Internet is a rich and valuable source of information for education. It is imperative that this resource be used with care and for educational purposes only.

Services that are disruptive to campus networks are prohibited.

Transmission or reception of obscene, abusive, sexually explicit, threatening language, or any illegal material is strictly prohibited.

Database Use

Seton Catholic Schools will use FACTS **for all grades and attendance** and for school records.

All Teaching staff is required to use the FACTS system to maintain student grades and if required, attendance. SCHS staff will also utilize Canvas for the Learning Management system in conjunction with FACTS for attendance, lunches and quarterly grades

All gradebooks must be updated regularly as they are a vital part of the communication system with the parents. These gradebooks are web based and accessible by a parent portal.

E-Mail

The electronic mail network and connections at Seton Catholic are owned by Seton Catholic Schools, Inc. and are intended to be used for work related purposes only. All Employees that are issued an e-mail address and are expected to use said address for all Parish and School communications. **Using non-Seton Email accounts or generic consumer accounts to communicate with co-workers, parents and/or students is not permitted.**

E-mail messages sent from the Seton Email account are not intended to be used for private or personal matters. Employees should have no expectation of privacy when using the e-mail system. The Seton Catholic email system may not be used to operate a personal business. All illegal and improper uses of the electronic mail system are prohibited.

Wallpaper and backgrounds from other sources are permitted as long as wallpaper and backgrounds are obtained legally and are appropriate for an educational and professional setting.

Computer Service

All Seton issued equipment must be serviced by Seton's technology staff or by the Seton Technical support Class.

Backups

You are responsible for protecting your own data. It is recommended you keep data safe on external drives or USB drives.

Passwords

Passwords are permitted on employee computers, but the password must be on record with the Technology staff. Certain equipment may not be usable if left locked with an unknown password and replacement cost would be the responsibility of the employee

Social Media

Guiding Principles

Online behavior, **both personal and common**, should at all times demonstrate a Christ-centered respect for the dignity of each person.

The guiding principles and policies stated in Seton's Social Media Policy (Parish and School) and the Archdiocesan Social media guidelines must be observed at all times.

Full text of referenced Social Media policies can be found at SetonCatholics.org and at <https://www.archindy.org>