HOLY TRINITY SCHOOL
STOCKHAM AND OSBORNE AVENUES
MORRISVILLE, PA 19067
215-295-6900

Dear Parents,

Welcome to Our School! We are so happy you have decided upon Holy Trinity Catholic School as your choice for your child/children's education. Holy Trinity is founded upon the hard work of many dedicated individuals over the past 70 years. The faculty and staff strive on a daily basis to continue the tradition of providing a quality education with a firm commitment to our Faith. We believe that with Faith as our cornerstone, all things are possible.

Being true to our Mission Statement, we appreciate diversity and value each individual for their own unique talents and skills. Our committed administration, dedicated faculty and staff, involved Home and School Association, supportive Parishioners, contributing community members, and engaged student body make us a school united in our mission to show good Catholic values and high academic standards.

Please know that the *Holy Trinity School Parent-Student Handbook* is published on our school website (*https://www.holytrinitypa.com/*). It is each parent's responsibility to read the *Handbook* and become familiar with school policies and procedures.

It is our hope and prayer that you will feel welcome and a part of our "family" as you embark on your journey here at Holy Trinity School.

Sincerely,

Mr. Jeffrey M. McCusker, Principal
McCusker@holytrinitypa.com

HOLY TRINITY SCHOOL

MISSION STATEMENT

Holy Trinity School is a Catholic School where the beliefs and traditions of our faith form the foundation of our educational endeavors. Each child, regardless of race, creed, or ethnic origin, is valued as a creation of God. The unique talents and abilities of a person contribute much to his or her formation as a student. Our Catholic values, our high academic standards, and our structured environment thrive because of the guidance and dedication of our pastor, administration, faculty, staff, parents, and school community. We nurture in each other the Catholic values that are proclaimed in the teachings of Jesus Christ.

BELIEFS

1. We believe in the teachings of Jesus Christ.
2. We are a community of faith, knowledge and service.
3. Individuals are valued as creations of God with unique talents and abilities.
4. A safe and nurturing environment fosters learning.
5. A student's self-esteem is enhanced by positive relationships and mutual respect between students and staff.
6. Children are the primary focus in the decision-making process of our school.
7. Students learn in different ways and need to be provided with a variety of instructional approaches to support their learning styles.
8. Students learn best when actively engaged in the learning process.
9. Students need problem-solving skills which they can apply to real world situations.
10. A 21st century learner needs to be adept at using technology.
11. Students need to embrace cultural diversity.
12. Early education is important to the development of the whole child.
13. The school provides a setting for the students to develop socialization skills needed for interpersonal communication throughout life.
14. By learning empathy through service, students come to realize they can make a difference.
15. Family and school community involvement are critical in the education of our students.

PROFILE OF A HOLY TRINITY SCHOOL GRADUATE

The graduate of Holy Trinity School:

Faith and Values

- knows, respects, and lives the teachings of Jesus Christ
- respects the rights, opinions, and differences of others
- takes personal responsibility for his/her actions and accepts consequences
- makes moral choices in behavior and decisions
- values hard work in attaining goals

Academics

- possesses the academic and social skills necessary to be successful in high school
- recognizes his/her talents and abilities and understands the importance of developing them
- shows confidence in his/her ability to solve problems
- works collaboratively
- applies critical thinking, creativity, and communication skills in life situations
- demonstrates proficiency in the use of technology with the ability to design, share, and present information

Community

- appreciates family and community and understands the importance of serving others with compassion, empathy, and kindness
- embraces the diversity of others
- learns how to be a good citizen
- shares his/her time and talent in the service of others
- realizes the benefits of resources within the community such as the Morrisville Public Library, the Morrisville Post Office, the Morrisville Police Department, etc...

PHILOSOPHY STATEMENT

Holy Trinity School is a community of faith that encourages students and faculty to discover the presence of God's love in the wonders of His creation. Each child is a created being, a blessing of God, with many innate abilities. Our educators are committed to maintaining the delicate balance of love and discipline that nurtures these unique abilities, ensuring that each child has the opportunity to achieve his or her greatest potential. We nurture in each other the Catholic values that are proclaimed in the teachings of Jesus Christ.

Catholic values are integrated into our curriculum, thus, cultivating the growth of each student regardless of race, creed, national or ethnic origin. Governed by diocesan guidelines and the daily "witness of faith" by our educators, the study of scripture, tradition, and the Church's teachings prepare our students to become active members of the faith community of Holy Trinity School. We encourage students to participate in Mass, to receive the sacraments often, to develop a prayerful relationship with the Lord, and to demonstrate a genuine concern for others through love and service.

Recognizing the diversity of our students, we create an educational environment based on the spiritual, intellectual, emotional, social, and physical attributes of our students. In a structured environment where the school policy has been established based on sound professional guidelines, the pastor, administration, and staff guide and support the student to feel secure and reach his or her full potential as a person. The student is encouraged to develop the necessary qualities that enable him or her to become a productive member of the community. Our classroom curriculum concentrates on unleashing the curiosity of the learner, on supporting the need for critical thinking, and on tapping into the creative and collaborative nature of each student. Our students are encouraged continuously to accept the individuality of their peers, to value the views of all, to be accountable for their actions, and to develop a code of self-discipline.

Our teachers create a classroom setting based upon sound moral values and high academic standards. We also recognize the need to explore current educational trends. We value each person's uniqueness and encourage a spirit of cooperation among all members of the school community. Our class size, environment, and school program allow the teachers to form close partnerships with other faculty members, staff, students, and parents. We fully recognize that parents are the primary educators of their child and understand and support the need for open communication and partnership between school and home.

Holy Trinity School is a Catholic school where the beliefs and traditions of our faith coexist with rigorous academic standards. We believe in the value of the individual and his or her ability to become a valuable member of the work force. Our Catholic and academic standards foster a strong sense of community where love, friendliness, mutual respect, understanding, caring, and compassion thrive among our students, faculty, staff, and parents.

HOLY TRINITY SCHOOL
REGISTRATION REQUIREMENTS

Welcome to Holy Trinity School! Please refer to the checklists below when compiling the HTS Application Packet for your child. We hope this simplifies the process for you!

REGISTRATION MATERIALS/FEES:

- ☐ Birth Certificate
- ☐ Social Security Number
- ☐ Baptismal Certificate (if not baptized at Holy Trinity Church)
- ☐ Immunization Record (authorized and signed by a physician)
- ☐ $25.^{00} Registration Fee per child (non-refundable)
- ☐ $150.^{00} Tuition Deposit (non-refundable)
     Please note: If paying by check, this deposit must be paid by a separate check.
- ☐ Proof of Pennsylvania residency
- ☐ Last report card (for enrollment in Grades 1 to 8)
- ☐ Custody papers (if applicable)
- ☐ *First Grade Readiness Test* results for students entering Grade 1

COMPLETION OF THE FOLLOWING HOLY TRINITY SCHOOL forms:

- ☐ Agreement for Admission
- ☐ Request for School Records (for enrollment in Grades 1 to 8)
- ☐ Textbook Request
- ☐ School District of Morrisville Medical History
- ☐ Archdiocese of Philadelphia Permanent Record Card
- ☐ Responsible Use Policy for Technology (signature page)
- ☐ Parental Permission Form: General Technology and Photo Use (signature page for grade level)

Please know that we cannot place your child on a class list until all the above information is presented. No exceptions will be made.

Thank you!

HOLY TRINITY SCHOOL
STOCKHAM AND OSBORNE AVENUES
MORRISVILLE, PA 19067
215-295-6900

AGREEMENT FOR ADMISSION

It is our (my) wish that our (my) child/children attend Holy Trinity School. We (I) understand that our (my) child/children is/are obligated to attend classes in Religion, to fulfill the requirements for this subject, and to attend all religious functions offered as part of the school program. Although we welcome children of all religious backgrounds, we are primarily a Catholic parish school so, in cases where the administration approves, parishioners will be given preference for admission.

We (I) assume the obligation of paying the specified tuition and school fees and agree to support the philosophy, goals, objectives, and regulations of the school. We (I) understand that the first year of entry into Holy Trinity School is on a probationary basis. The school reserves the right whether to extend the invitation to return for a new school year.

Mr. Jeffrey M. McCusker
School Principal

_____   _____
Parent/Guardian   Date

_____   _____
Parent/Guardian   Date

HOLY TRINITY SCHOOL
STOCKHAM AND OSBORNE AVENUES
MORRISVILLE, PA 19067
215-295-6900

REQUEST FOR SCHOOL RECORDS

TO: _____   DATE: _____

_____

_____

_____

RE: _____
(Student Name)

_____   _____
(Date of Birth)   (Grade)

The above-named student has enrolled in Holy Trinity School. Please send his/her academic records and all health records (including psychological reports) to the address indicated above.

Thank you for your prompt attention to this request.

Sincerely yours,

Mr. Jeffrey M. McCusker

Mr. Jeffrey M. McCusker, Principal

AUTHORIZATION TO RELEASE STUDENT'S SCHOOL RECORDS

I have enrolled my child _____ in Holy Trinity School and authorize you to release his/her records.

Parent/Guardian Name: _____
(please print)

Parent/Guardian Signature: _____

Date: _____

HOLY TRINITY SCHOOL
STOCKHAM AND OSBORNE AVENUES
MORRISVILLE, PA 19067
215-295-6900

TEXTBOOK REQUEST

All parents or guardians of children are required to sign the following form **once** while they are enrolled at Holy Trinity School.

I hereby request of the Secretary of Education of Pennsylvania the loan of instructional materials and textbooks in accordance with Act 90 (1975), Act 195 (1972) and Act 88 (1975), for my child(ren) attending.

   Holy Trinity School   **in**   Morrisville   ,   Bucks
        SCHOOL   TOWN   COUNTY

_____   _____
PARENT/GUARDIAN SIGNATURE   DATE

The school is required to keep these forms on file as long as the children are enrolled in the school.

HOLY TRINITY SCHOOL
STOCKHAM AND OSBORNE AVENUES
MORRISVILLE, PA 19067
215-295-6900

SCHOOL DISTRICT OF THE BOROUGH OF MORRISVILLE
MORRISVILLE, PA 19067

MEDICAL HISTORY

Child's Name: Last	First	Middle	Sex	Birthdate	Grade
Street Address		Town	Zip	Phone	School

Please attach official immunization record.

Please list any medical conditions or health issues.

*Explain: _____

_____

_____

Is your child currently taking medication?   Yes _____   No _____

If yes, explain: _____

(See district medication policy in student handbook.)

Is there any reason your child cannot participate in a full Physical Education program? Yes ____ No ____

If yes, please state reason (Doctor's note required): _____

_____

Family Medical History: (please list)

Please check your choice of examining doctor or dentist below:

(Grades K, 6, 11)   Family Doctor ____   School Doctor ____

(Grades K, 3, 7)   Family Dentist ____   School Dentist ____

Students <u>not</u> examined in school MUST provide the school with a report from the family doctor/dentist prior to October 1st or they will be scheduled to see the school doctor/dentist.

_____   _____

              Date   **Parent/Guardian Signature**

ARCHDIOCESE OF PHILADELPHIA – ELEMENTARY SCHOOL PERMANENT RECORD CARD

(Last)	(First)	(Middle)	(Country of Birth)	(Date of Birth)	(Sex)	(Parish if Catholic)

(Address)	(City)	(State)	(Zip)	(County of Residence)	(Home Phone Number)	(Public School District of Residence)

(Address)	(City)	(State)	(Zip)	(County of Residence)	(Home Phone Number)	(Public School District of Residence)

(Address)	(City)	(State)	(Zip)	(County of Residence)	(Home Phone Number)	(Public School District of Residence)

FAMILY BACKGROUND

	FULL NAME	ADDRESS (if different from above)	PHONE NUMBER	DECEASED (√)	RELIGION	COUNTRY OF BIRTH
FATHER						
MOTHER (include maiden name)						
GUARDIAN						
GUARDIAN						

Relationship of guardian to student: _____

Home situation (check all that apply):
❑ Two biological parents   ❑ One parent
❑ Mother/stepfather   ❑ Parents separated or divorced
❑ Father/stepmother   ❑ Other (specify) _____

Change of home status (explain) _____ Date _____

Change of home status (explain) _____ Date _____

Parental rights (in case of separation or divorce)
Legal Custody: ❑ Joint Custody   ❑ Sole Custody
Physical Custody: ❑ Joint Custody   ❑ Sole Custody   ❑ Mother   ❑ Guardian
                                                              ❑ Father

SACRAMENTAL INFORMATION

SACRAMENT	DATE	CHURCH	CITY	STATE
Baptism				
First Penance				
First Eucharist				
Confirmation				

Grade _____ **Name of School Transferring From** _____

Kindergarten Full Day _____ (5 years old by September 1st)

PreK 4 Full Day _____ (4 years old by September 1st)

PreK 3 Full Day _____ (3 years old by September 1st)

Your child's Social Security Number _____ _____ _____

The Morrisville School District is a walking district and does not provide bus transportation. Bus transportation is provided by the other school districts in our area. New Jersey does not provide transportation for our students.

I do want bus transportation for my child _____ **School District of residence** _____

Mom's Cell Phone Number _____ **Work Phone Number** _____

Dad's Cell Phone Number _____ **Work Phone Number** _____

Guardian's Cell Phone Number _____ **Work Phone Number** _____

Family Email Address(es) _____

Parent Signature _____ **Date** _____

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of

Philadelphia Student Internet Access Student

Contract

I understand that AoP computer technology, devices, services, network, and Internet access are to be used for educational, professional and authorized purposes only in adherence to AoP policies. When I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and
HOLY TRINITY SCHOOL
My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this *Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.*

Student Name/ID _____

Student Signature_____

Date_____/_____/_____

Graduation Year _____

Room Number (if elementary) _____

Grade_____

Parent or Guardian: We ask that you review this policy with your child and sign below:

_____

RESPONSIBLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of

Philadelphia Student Internet Access - Parent Guardian

I hereby release____HOLY TRINITY SCHOOL_____ and the Archdiocese of Philadelphia, its personnel and any other institution with which it is affiliated, from any
and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services. I will instruct my child regarding any restrictions against accessing materials that are outlined by the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Responsible Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for:

_____

(school name).

I hereby give my permission for my child to use the Internet and will not hold

_____

 (school name)

or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature_____

Date_____

* Parental Permission Form
General Technology & Photo Use
Grades PK3 - 8

Please review the permission form below and complete it so that we are aware of your expectations as a parent of a child(ren) in our school. Thank you.

	Initial
● I grant permission for my child to use a school/teacher-created class account(s) for classroom projects and assignments.	
● I grant permission for my child's **work** to be published on the school website, the classroom blog/website, and/or on other student classroom sites as prescribed by the teacher.	
● I give permission to the school to permit my child to participate in **supervised interviews** with the news media concerning events related to the school and its programs.	

● **Photo Release:** I grant permission to the Archdiocese of Philadelphia and Holy Trinity School to reproduce, copyright, publish, circulate or otherwise use any school pictures of my child produced by the Archdiocese of Philadelphia or Holy Trinity School. This authorization and release cover the use of said school pictures in any published form and any media of advertising publicity including the list below.
 	
I also understand that our school and my child may be identified by name and I fully understand that this is a complete release of all claims against the Archdiocese of Philadelphia or any other person, firm or corporation by reason of any such use of such school pictures.
● This photo release includes all the following:
  ○ School, Class, or Archdiocesan websites
  ○ School newsletters and printed materials including the yearbook
  ○ Newspapers
  ○ Social Network pages. Students' full names will not be printed on Facebook or other Social Media. First initial/last name will be used, if identified.
	_____
	_____
	_____
	_____

● I understand that this form will be used during the entire time that my child attends Holy Trinity School for grades PreK3 - 8th. If I would like to change it, I will submit another form. The form is available on the Holy Trinity School website.	

[ ] I have read, understand, and agree **to all of the above**. I hereby warrant that I am free to give this permission.

[ ] I have read, understand, and agree **to the ones I have checked**. I hereby warrant that I am free to give this permission.

Student's Name:	
Parent's Name:	
Parent Signature:	
Date:	

*** Updates will occur as needed or when provided by the Archdiocese of Philadelphia.**

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

Revised August 2025

The heart of our curriculum is timeless ~ love, truth, beauty, mercy. We teach about creation as well as the Creator. We educate on being in solidarity with those who suffer and how to cultivate a prayerful life.

In his message for the 48th World Communications Day, Pope Francis said that technology is a "gift from God." The Pope challenged the Church to use this tool to promote the faith, asking how communication can "be at the service of an authentic culture of encounter?" Because of these things we are committed to participating in society. And to be committed to such participation requires using technology in appropriate ways.

We are interested in technology because of our faith.

We expect our students to utilize technology to think more critically, to communicate effectively, to express their creativity, and to conduct research. Our teachers have access to updated technology in their classrooms to engage our students and challenge them to learn in ways not previously imaginable. We empower students with the technical skills necessary to participate in a culture that is increasingly dependent upon technology, while also challenging them to be digital ambassadors spreading the Good News.

But it is our faith that guides how we use technology.

We teach our students about the ethics of technology and train them to be savvy about things like Internet privacy and safety. We teach the unfortunate reality of technology addiction. We remind students and parents that technology is aggressively marketed and to be careful about getting caught up in the hype.

We also acknowledge that we sometimes need to "unplug" from technology as it can cause us to become isolated from one another. We encourage family meals without screen time and the importance of communicating face to face.

We greatly value technology in our schools. And what makes technology most powerful, is when it serves to make our students better people!

RESPONSIBLE USE POLICY FOR TECHNOLOGY

Catholic Schools of the Archdiocese of Philadelphia

PURPOSE

Technology is a valuable educational tool. **All Archdiocese of Philadelphia schools will educate all students about appropriate online behavior, including: interacting with other individuals on social networking websites and in chat rooms, cyber bullying awareness and response to ensure an appropriate use of technology, including video conferencing platforms.** The policy outlined below applies to all technology use including but not limited to Internet use. The Responsible Use Policy for Technology (RUP) applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

SCOPE OF USE

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside** school use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal and/or non-educational use of technology creates substantial disruption in school, including but not limited to harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Responsible Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this RUP include, but are not limited to, social networking sites, cell phones, mobile computers and devices, digital cameras, video conferencing platforms, text messaging, email, voice over IP, chat rooms, instant messaging, cloud, and web-based tools.

GOALS

The school's goal is to prepare its members for a responsible life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning.

- Encourage critical thinking, communication, collaboration, creativity, and problem-solving skills.

- Facilitate evaluation and synthesis of information.

- Encourage ethical practices and provide education for Internet safety, digital citizenship and the creation of a positive digital identity.

- Provide a variety of technology-based tools and related technology skills.

USER RESPONSIBILITIES

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In the Archdiocese of Philadelphia (AoP), we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self**: Responsible users will select online names that are appropriate and will consider the information and images that are posted online.

- **Respect Others**: Responsible users will refrain from using technologies to bully, harass or defame other people, school personnel and other school related images or likeness.

- **Protect One's Self and Others:** Responsible users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications. Users will protect their usernames and passwords by not sharing with others.

- **Respect Intellectual Property**: Responsible users will suitably cite any and all use of websites, books, images, media, or other sources relied upon or used in work created.

- **Protect Intellectual Property**: Responsible users will request permission to use the software and media others produce and abide by license agreements for all software and resources.

Under no circumstances is an AoP user authorized to engage in any activity that is illegal under local, state, federal or international law.

TECHNOLOGY USE GUIDELINES

Educational Purpose/ Responsible Use: Technology is to be used to enhance student learning. Students are able to access social networking and gaming sites only under the guidance and supervision of the teacher for the educational outcomes identified within the lesson and given appropriate age.

Copyright/Intellectual Property and Identity: All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without express permission of the owner is a violation of Federal Law and could result in copyright infringement claims.

Responsible Use of School Utilized Hardware/Devices: All AoP users are responsible for the general care of school utilized hardware, devices and peripherals. Users shall report to the local school tech or school administrators any damage to the school's hardware or device as soon as possible. Local school policy may further define faculty, staff, and students' responsibilities and expectations. Users may be held liable for any costs associated with device repair or replacement.

BYOD Program: Schools participating in a Bring Your Own Device (BYOD) program shall adopt local BYOD policies which adhere to the most current AoP BYOD guidelines. Students must sign and adhere to their school's BYOD responsible use policy. For more information, please refer to the BYOD contract provided by your local school.

Communications: Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school-sanctioned means of communication. The school-sanctioned communications methods include:

- School created teacher web pages, school-issued email and/or school phone number
- Teacher created, educationally focused websites
- Student Information System and Learning Management System
- Remind Communication app – or similar i.e. Class Dojo, Seesaw

Teachers, administrators or staff members in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher, administrator, or staff member may choose to contact parents or guardians using

their home phone or a personal cell phone. However, they should not distribute or publish a home phone number or a personal cell phone number. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or social networking sites, the teacher or administrator shall immediately report this to the administrator or appropriate authorities.

*** Teachers, staff, faculty and school administrators may not use a personal email address for any school communications or school-associated account creation. Use of a personal email address is a direct violation of this policy and consequences may include: loss of legal protections, a formal written warning and / or possible dismissal / termination. *******

Digital Security: Digital security must be at the forefront of every user's mindset. All users should always enable the highest level of account security offered. Typically this means enabling two-factor authentication or multi-factor authentication to increase security. Biometric security features such as fingerprints or face-id may also be utilized to protect an account from unauthorized access. It is strongly recommended that users use two-factor authentication on both school and personal internet accounts.

All staff, administrators and teachers at the 15 Archdiocesan high schools and 3 schools of special education must enable and utilize two-factor authentication to log into their school issued accounts.

Storage Devices: Use of external removable hard drives, flash or "thumb" drives is strongly discouraged - due to the possibility of information loss, theft and other digital security concerns. The limited use of external drives in special circumstances may be allowed as long as specific attention is given to the security of these devices.

Artificial Intelligence: Students are prohibited from utilizing AI software tools such as but not limited to ChatGPT, Google Gemini, and MS Co-Pilot for any academic or assessment-related purposes. This includes but is not limited to completing assignments, quizzes, or exams. A student may use AI tools only if a teacher or school administrator explicitly gives permission and supervises its use. The unauthorized use of AI programs to complete school assignments is a violation of academic integrity and is subject to disciplinary action. Responsible users will not use any AI program to create materials and submit them as their own original work.

Note - Many of these AI programs require users to be at least 13 years of age for use. Schools should be thorough in their research of the AI programs' Privacy Policy to check for compliance with COPPA, FERPA, and CUPA laws before introducing AI

programs for student use. The AoPTech Team is available to assist in the evaluation of any AI tools or programs.

Electronic and Mobile Devices, Cell Phone/Wearable technology: Users must adhere to local school policy that may further define uses of mobile devices. The administrator of the local school will determine permissible use. If a particular mobile device is to be used for an educational purpose, the school administration and/or teacher will provide parameters for this use.

Smart Speakers: Primarily intended for at-home consumer use, these always-listening devices are not directly intended for the classroom. Therefore, smart speakers (Echo, Google Nest, etc..) are not to be used in the classroom nor connected to the network on a permanent basis during the academic year.

Remote/ Asynchronous / Distance Learning: Remote or distance learning may be used to supplement face-to-face instruction, or where appropriate, may be the primary modality of instruction. To effectively engage in remote or distance learning, users are expected to:

- Participate from an appropriate location in the home.

- To the user's best ability, be in a well-lit and quiet area. Avoid having windows or strong sources of light directly behind an individual when engaging in teaching/learning on camera.

- Wear appropriate and respectful attire. (This may be more specifically defined by the local school administration.)

- Where able, only use first name and last initial to identify yourself via video conferencing software.

- Students are not to use or preserve a photograph, image, video, including-live streaming, or likeness of any student, or employee without express permission of that individual and of the principal.

- Prior to recording any portion of a live classroom session, instructors are to notify the students who are in the same session, face-to-face or online.

- Live class recordings are meant for internal school use only. Recordings are to be saved locally on a network drive or the school's GSuite for Education Google Drive. Recordings are to be deleted at the end of the academic year in which they were recorded. Recordings are not for promotional use, rather solely for educational purposes.

- This Responsible Use Policy applies to students using either school issued or personal devices.

- Maintaining hardware/devices provided by the local school is the responsibility of the student/family. (Local school policy may define further students' responsibilities and expectations.)

SPAM/PHISHING EMAIL REPORTING POLICY FOR AOP HIGH SCHOOLS

- All users should forward any suspect phishing or malware emails to: techsupport@[yourschooldomain]

- Do NOT click on any embedded links contained within a suspect email.

- Do NOT download or open any attachments included with any suspect email.

- Please alert the local school tech if any links were inadvertently clicked on or if any attached files were downloaded or opened.

AUDIO / VIDEO RECORDING

This outlines the prohibition of unauthorized audio or video recording on school grounds and during school-related activities.

This policy protects the privacy of students, staff, and families while fostering a safe and trusting learning environment.

Prohibited Activities:

- Recording of any classroom lesson, meeting, or school event without the prior consent of all participants, including from any involved students, teachers or faculty members is forbidden.

- Prior to any audio or video recording, consent must be obtained from the classroom teacher, appropriate school administrator and/or when applicable, from the students' parents and guardians.

- Recording phone calls with school personnel, including teachers, administrators, or counselors, without prior notification and consent is forbidden.

- Using any recording device, including smartphones, tablets, iPads, Chromebooks or other dedicated recorders, to capture unauthorized audio in classrooms, common areas, or during school functions is forbidden.

Exceptions

Educational Recordings: Teachers may utilize audio or video recording for approved instructional purposes, such as student presentations or language learning activities, after obtaining the required permission as mentioned above.

Consequences of Violation

Violations of this policy by students may result in disciplinary action, following the student code of conduct. Violations by staff will be addressed through appropriate administrative channels.

EXAMPLES OF UNACCEPTABLE TECHNOLOGY USES

RUP violations can include, but are not limited to the following examples:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.

- Post, publish, disseminate or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material.

- Users must not use obscene, profane, lewd, vulgar, rude or threatening language.

- Users must not knowingly or recklessly post or disseminate personal and/or false information about any person, student, staff, teacher, administrator or any other member of the school community or school connected organization.

- Use a photograph, image, video, including-live streaming, or likeness of any student, administrator, employee, volunteer, school image or logo without express permission of that individual and of the principal.

- Create any site, post any photo, image or video of another individual except with the express permission from both that specific individual as well as from the school administrator.

- Attempt to circumvent system security, blocked sites or to bypass software protections - this includes the use of personal or cell phone-based hotspots.

- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the user is not an intended recipient or logging into a server or account that the user is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.

- Executing any form of network monitoring which will intercept data not intended for the user, unless this activity is a part of the user's normal

job/duty.

- Circumventing user authentication or security of any host, network or account.

- Any virus or phishing protection software installed on school utilized devices must not be disabled or bypassed.

- The use of any other login credentials other than those assigned to that specific user.

- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives.

- Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

- Violate license agreements, copy disks / hard drives, CD-ROMs, or other protected media.

- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

- Breach confidentiality obligations of all school community members.

  - At all times, all users shall take all reasonable precautions to refrain from transmitting, sharing, posting or otherwise divulging any confidential information including, but not limited to: Individual Education Plans, 504 plans, donor or alumni information, financial documentation, test scores, demographic information, personnel files or information, grades, addresses, phone numbers, email addresses, parent/guardian contact info and any other personal information for any student, family or staff member.

- Harm the goodwill and reputation of the school or school system. This includes, but is not limited to: the mis-use of school images and logos, creation of unauthorized accounts that suggest they are school-sanctioned, or accounts targeting or impersonating school community members.

- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

- Attempt to modify software and/or hardware configurations on a school

utilized device without proper permission and direction.

- Any attempt to alter data, the configuration of a school utilized device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered a violation and subject to disciplinary action in accordance with the local school policies.

- Load personal software onto a school device or school-issued device without proper permission or direction.

- Attempt to make repairs to school issued devices without proper permission and direction.

Reporting: Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

Administrative Rights: The school has the right to monitor usage of school computers and digitally accessed content for all teachers, staff, administrators, students, and volunteers. Due to the evolving nature of technology, the Archdiocese of Philadelphia's Office of Catholic Education reserves the right to amend or supplement this policy at any time without notice.

All users are reminded that all computers, network traffic, and internet usage will be monitored. There is no assurance of privacy nor warranty of any kind, expressed or implied.

Usage of Social Media

This section of the policy refers to social media sites such as, but not limited to: Facebook, X (formerly Twitter), YouTube, Instagram, Steam, Ask.fm, Snapchat, Discord, Twitch, LinkedIn, and TikTok.

Teachers and students may not mention members of the school community on social media without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections. This includes: Posting or sharing a teacher's, school personnel's, or another student's confidential information on public sites, or any other unauthorized sharing with the intention to harm/harass.

The widespread reach of negative posts impacts our classrooms and school communities. They also impact how prospective families and community members

perceive our values and morals.

- **Examples:**

    - Posting teacher's personal information - such as their personal email address, personal phone number or address.

    - Sharing a fellow student's phone number without their knowledge and consent in order to harass, threaten, deceive, intimidate, offend, embarrass, annoy or otherwise negatively impact any individual.

    - Manipulating or editing a teacher or student's photo in an inappropriate manner.

    - Resharing, liking, or otherwise endorsing or promoting posts that violate this policy is considered itself a violation of this policy.

"Friending" or "Following" of current students by teachers is forbidden on a teacher's personal social media site. Teachers should also not 'friend' former students unless and until such student has attained the age of majority. Personal and professional posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

Teachers are encouraged to have professional social media accounts, separate from any personal account. Parents are encouraged to follow those for announcements and resources. Teachers are to inform local administrators as to any class utilizing social media, which should be for educational purposes only. In order to ensure the privacy and security of all students, teachers should refrain from posting on social media any audio, photo or video recording that captures a student's face or voice without prior parental authorization.

Permission must be obtained in advance from school administration for recording on school grounds, outside of the school day, and / or school-sponsored events with the intent to post on personal social media accounts or non-sanctioned school accounts.

Social media postings from school-sanctioned accounts should refer to students by their first name and last initial. Schools should NOT link or tag posts to students' personal accounts.

School-sponsored organizations must obtain permission from school administration to create any social media accounts related to the organization.

Such accounts should be created with a school-issued email account. Accounts should be maintained and controlled by a minimum of two school-appointed adult moderators.

In regards to student athletes and coaches:

- No coach, teacher or administrator is permitted to have access to or control of a student's personal social media account.

- Students should never include their email nor their cellphone number in their social media bios.

- A student's personal social media account should not be tagged or linked to when posting social media messages.

- Coaches may want to post specific highlights, game / season achievements or accolades on either the coach's professional page or on a school's social media page. Students should be mentioned by first name only.

- Per the PIAA bylaws, students, teachers and coaches shall not use social media to criticize contest officials or to promote rumors of questionable practices by opponents. Failure to follow this policy may result in disciplinary action.

Esports/Gaming Clubs

Esports — "electronic sports" — refers to the world of organized, competitive video gaming. Unlike traditional sports, esports are virtual events that can be held both in-person and remotely. Though relatively young compared to other popular sports, the esports industry may be a viable career option for avid gamers, and is gaining participation at the collegiate level as schools seek to recruit student-athletes and join new competitions. Many colleges offer scholarships specifically for students interested in playing esports at the collegiate level.

School-sanctioned programs and gaming sessions should have, at minimum, one adult coordinator supervising the session both if the team is meeting in person and when the team is meeting virtually.

Games rated E for Everyone or E 10+ are recommended for the Elementary grade level. At the Secondary level, games with a rating of E, E10, and Teen may be considered. Caution should be used when selecting games with a Teen rating as they

may contain content that is only suitable for students ages 13 and over. Games rated as Teen, may contain violence, suggestive themes, crude humor, minimal blood, and the infrequent use of strong language. Parents/Guardians should receive advance notice of game titles that will be used in the esports club. Parent / Guardian notice should include the game title, ESRB rating and a link to Common Sense Media review or to the ESRB rating review.

Games rated higher than Teen are not recommended for Elementary school students.

For students playing esports at the Secondary level, games with a Mature (17+) rating must be cautiously evaluated by school administration. Students' parents and guardians should be notified prior to the game being played. Collegiate level esports programs often compete and may offer scholarships for games that are rated Mature (17+). These games often contain content that is only suitable for ages 17 and over, and content may contain intense violence, blood and gore, sexual content, and strong language. Extreme caution must be exercised if selecting a game that is either unrated or rated Mature.

Some examples of popular esports games include:

(The following are examples only, and their appearance here should not be considered as approval or endorsement.)

Game Title	ESRB Rating	School Level
Call of Duty (COD)	Mature (17+)	Secondary
Counter-Strike: Global Offensive (CS:GO)	Mature (17+)	Secondary
Defense of the Ancients (DOTA) and DOTA 2	Teen	Secondary
Fortnite	Teen	Secondary
Hearthstone	Teen	Secondary
League of Legends (LoL)	Teen	Secondary
Just Dance (2023, 2024)	Everyone	Elementary/Secondary

Mario Kart	Everyone	Elementary/Secondary
Minecraft	Everyone (10+)	Elementary/Secondary
Overwatch	Teen	Secondary
Player Unknown's Battlegrounds (PUBG)	Teen	Secondary
Pokemon (Sword & Shield)	Everyone	Elementary/Secondary
Rainbow Six Siege	Mature (17+)	Secondary
Rocket League	Everyone	Elementary/Secondary
Super Smash Brothers	Everyone (10+)	Elementary/Secondary
Sports Titles Including: MLB The Show, Madden, FIFA/EA Sports FC, NBA 2K	Everyone	Elementary/Secondary
For ratings of all games, please visit the ESRB Website at esrb.org.		

All school-sponsored esports activities must have the appropriate signed parental consent forms.

The following permission forms are offered as templates that schools may use, and may be customized for their specific needs.

Link to Sample Permission Form (Elementary)

Link to Sample Permission Form (Secondary)

Link to Sample Permission Form for specific games (K-12)

Parent permission must be granted for titles outside of the recommended ratings, and for any game with a Mature rating. Permission for specific game titles is in addition to obtaining parent permission for overall esport club participation.

Schools may decide to allow students to bring in their personal gaming systems or components for use in school in connection with an approved esports program. Schools must consider security of the devices when they are not in use, the ability of

the device to access the school's network and to be mindful of the possibility for potential damage or theft of student's personal gaming devices.

Schools should be aware that many of these games are hosted on platforms such as Discord or Twitch that are not designed for schools and often contain areas, boards, and / or posts that are not school appropriate. School coordinators should make every effort to limit access to their esports space so that only school members may access the site and that school sites are not accessible by general members of the public.

Club advisors should configure game settings, whenever possible, to reduce or disable violence, gore or language settings.

Network security, web filtering, and firewall configuration must be reviewed by the AoPTech Senior tech team prior to the start of any esport program. The setup and network configuration process take both considerable time and planning to ensure the safety of all participants. Each new game added will require additional network / firewall setup and configuration. **Please allow a minimum of three weeks for the AoPTech senior techs to configure and test the school's firewall and network settings prior to deploying the game to the students.**

Schools are encouraged to adopt a Code of Conduct for the esports Teams/Clubs based on the Code of Conduct for the Network of Academic and Scholastic Esports Federations (NASEF). To review the NASEF Code of Conduct, please refer to the following links:

- [NASEF Code of Conduct](#) (PDF Download)
- [Code of Conduct NASEF](#) (Webpage)

Within their esports code of conduct, schools need to include the following topics:

- In-game chat, game message boards, screen names and player avatars must be school appropriate, may not contain language or images that are harmful, defamatory or otherwise offensive.

- The mis-use of school logos is a violation of the RUP, and students and advisors should exercise caution when developing their avatars or team logos.

Policy Violations

Violation of the Responsible Use Policy may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system and/or in an offline work environment.

- Issuance of demerits/detentions, if applicable.

- Removal from the esports club or limited from participating in public esports competitions

- Possible financial obligations for the repair or replacement of damaged school devices.

- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.