

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!

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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

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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.

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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 (school name) _____.

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: