Christ the King School

Technology Responsible Use Agreement

Christ the King School
136 Locust St.
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Christ the King School Technology Responsible Use Agreement
	June 2015

Christ the King School Mission Statement
"The mission of Christ the King School is to provide an excellent education in a Catholic community of love and care; to foster   respect for self and others; and to nourish a life-*long devotion to God and the teachings of Jesus Christ."*

Digital Learning Vision Statement

Our core mission statement is to *"provide an excellent education in a Catholic community". Th*is includes educating the whole person in light of Gospel values. Members of the Christ the King School community become proficient, reflective, and ethical users of digital tools for learning and life. We act in the digital world guided by the same high moral standards and values of our Catholic community of love and care.

Creation of this Agreement
The Christ the King School (CKS) Middle School Team has worked collaboratively to craft and implement the following agreement. The agreement represents our commitment to best practices for the use of digital resources and hardware, administrative regulations, procedures, terms and conditions for use and user agreements consistent with the Catholic mission of Christ the King School. The agreement will be reviewed at the conclusion of each school year and revised as necessary by the Middle School Team of teachers and students, the Christ the King Administrative Team, and the Pastor of Christ the King Parish.

Introduction
This Technology Responsible Use Agreement for Christ the King School is enacted to provide the parents, students, and staff of the Christ the King School with a statement of purpose and explanation of the use of technology within the CKS educational community. This agreement is reinforced by practice, together with responsible use standards, and is required reading before accessing the technology devices, digital resources, and network infrastructure of Christ the King School. Students and parents/guardians as well as all staff members of CKS must also read and sign the accompanying Statement of Responsibilities.

Purpose

CKS encourages the judicious use of information technology to assist staff and students with academic success, preparation for the workplace, and lifelong learning. CKS provides access to a wide range of information technologies to support learning, facilitate resource sharing, increase authentic communication, enhance student engagement, and assist staff and students in acquiring innovative skills. The technology devices, digital resources, and network infrastructure will also be utilized to share relevant school information with, as well as encourage and develop partnerships to the local and global community.

Definitions

"Technology devices, digital resources, and network infrastructure" is defined as the Christ the King School network, the Internet, Google Apps for Education, email, hardware, software, printers, peripheral devices, individual computer devices, and web enabled devices.

"Information technology" is defined as Internet access, blogging, podcasting, email, published and unpublished documents, and various forms of multimedia technology.

"Educational use" is defined as a use that supports communication, research, and learning.

"Devices" refer to diocesan owned/leased, staff owned devices, and outside devices using the Christ the King School network.

Children's Online Privacy Protection Act (COPPA)

Congress enacted the Children's Online Privacy Protection Act, 15 U.S.C. §6501, et seq. (COPPA) in 1998. COPPA required the Federal Trade Commission to issue and enforce regulations concerning children's online privacy. The Commission's original COPPA Rule became effective on April 21, 2000. The Commission issued an amended Rule on December 19, 2012 that became effective on July 1, 2013.

Christ the King works diligently to comply with COPPA requirements. Christ the King does not collect student personal information or transmit such information directly to online entities for the purpose of creating web based accounts. In cases of web based account creation, Christ the King will use an internal school identification number to represent each student user.

Safety
With digital access to people all over the world also comes the availability of material that may not be considered to be, or is definitely not, of educational value in the context of our Catholic School setting. The faculty and administration at Christ the King School have taken precautions to control access to controversial materials . However, it is impossible to control all digitally-accessed materials and an industrious user may discover controversial information. We firmly believe, however, that the benefits of the

valuable information and interactions available on the network far outweigh the risks that users may procure material that is not consistent with the educational goals of CKS.

Content Filtering

Christ the King School uses software designed to block access to certain sites and filter content as required by the Children's Internet Protection Act, 47 U.S.C. §254 (CIPA). CKS is aware that not all inappropriate information can be filtered and the school will make an effort to correct any known gaps in the filtering of information without unduly inhibiting the educational use of age appropriate content by staff and students. Users will inform teachers or administrators of any inadvertent access to inappropriate material, in order that there is appropriate modification of the filtering profile. CKS educates students about appropriate online behavior, including interacting with other individuals on social networking Web sites and in chat rooms and cyber-bullying awareness and response.

Monitoring

CKS monitors the use of the school's network to protect the integrity and optimal operation of all computer and system networks. There is no expectation of privacy related to information stored and transmitted over the CKS network. The information on the network in general files, CKS Google domain files and email and third-party devices brought into the school building by students is not private and is subject to review by the network manager at the request of the CKS administration to substantiate inappropriate activity and to comply with requests of law enforcement agencies as part of their investigations.

CKS will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of CKS.

Technicians and computer system administrators maintain full access rights to all storage devices, and may need to access/manage such storage devices as part of their duties.

Routine maintenance and monitoring of the system may lead to discovery that a user has or is violating the CKS Technology Responsible Use Agreement, other school committee policies, state laws, or federal laws.

Search of particular files of a user shall be conducted if there is a reasonable suspicion that a user has violated the law or CKS Policies. The investigation will be reasonable and in the context of the nature of the alleged agreement violation.

What are Google Apps for Education?

Christ the King School provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use.

All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.) Among the purposes for integrating Google Apps for Education in our school environment are to:

- Address equitable digital access
- Enhance collaborating in the learning environment
- Promote authentic 21st Century learning and teaching
- Provide opportunity to grow as digital citizens
- Enhance the daily educational experience

Uses for Student CKS Domain Gmail

Email can be a powerful communication tool for students to increase communication and collaboration. Students will be encouraged to check their CKS email account at least once per day. Teachers may email middle school students to communicate reminders, course content, pose questions related to class work, and such.   Students are encouraged to email other students to collaborate on group projects and assist with school assignments.

Student CKS Domain Gmail Permission

Christ the King School's Gmail system controls to whom email messages can be sent and from whom they can be received. CKS Students cannot send email to parent accounts or anyone outside of the CKS School domain. All CKS students cannot receive email from outside of the domain. Therefore, students should not use their CKS email for setting up accounts that need to be verified via email or receive notices via email. Exceptions to this agreement can be made for academic purposes at the discretion of the Middle School Team and the CKS Administration.

Student CKS Domain Emails to Staff

At teacher's' discretion, students may email their teachers with questions or comments regarding class.   However, there will be no requirement or expectation for staff to answer student email, although they certainly may if they choose. For example, an unanswered email to a teacher would not excuse a student from turning in an assignment on time.

General Email and On-line Chat Guidelines

Below is a general summary of guidelines related to email and any form of on-line chat or instant messages:

- All emails to staff and faculty should model proper etiquette and format (which will be taught in class). The content should be specific to school related subjects.
- Email and on-line chat among students is to be used for school-related communication.
- The following actions are prohibited:
  - * Sending harassing email, instant messages or content.
  - * Sending offensive email, instant messages or content.
  - * Sending spam email, instant messages or content.
  - * Sending email or instant messages containing a virus or other malicious

content.
* Sending or reading email or instant messages at inappropriate times, such as during class instruction time.
* Sending email or instant messages to share test answers or promote cheating in any way.
* Using the account of another person.

User Access and Explanation of Guidelines

Access to information technology through the Christ the King domain is a privilege, not a right. Students, parents, and staff shall be required to read the CKS Technology Responsible Use Agreement and sign and return the Statement of Responsibilities.

The CKS Responsible Use Agreement shall govern all use of technology devices, digital resources, and network infrastructure. Student use of technology resources, digital resources, web enabled devices, and network infrastructure will be governed by school disciplinary policies as outlined in the agreement manual of the CKS school handbook.

Since information technology is constantly changing, not all circumstances can be anticipated or addressed in this agreement. All users are expected to understand and comply with both the "letter" and the "spirit" of this agreement and show good judgment in their use of these resources. Any questions should be addressed to the Administration.

CKS provides students access to its technology devices, digital resources, and network infrastructure, along with information technology for educational use. Students who have doubts regarding whether a resource has educational merit, should ask a staff member.

Scope of Technology Policies

The scope of the policies includes the CKS domain, CKS network, CKS school grounds or at/during CKS school functions, use of CKS accounts, and CKS school issued devices. School issued devices include but are not limited to the following: tablets, classroom computers, and any other device issued by the school.

Expectation of Privacy

At any time and without prior notice, CKS reserves the right to monitor, inspect, copy, review, and store any and all usage of technology devices, digital resources, and network infrastructure, along with information technology as well as any information sent or received in connection with this usage. Staff and students should not have any expectation of privacy regarding such materials.

Consequences for Violation of Technology Policies

Use of the computer network and Internet is an integral part of research and class work, but abuse of this technology can result in loss of privileges. Students who use technology devices, digital resources, and network infrastructure or any information technology inappropriately may lose their access privileges and may face additional disciplinary or legal action.

The length of time for loss of privileges will be determined by building administrators and/or other staff members. If the user is guilty of multiple violations, privileges can be revoked.

Unacceptable Uses of Technology Resources

Use of technology resources in ways that run counter to the Core Mission of CKS and our Digital Learning Vision statement constitute Inappropriate technology use. Listed below are practices that will insure resources are used appropriately. They are broken down in four broad categories, device safety, community safety, personal digital citizenship, and network usage.:

Device Safety

- Respect and maintain the physical devices
- Respect and maintain shared digital files, data, and other resources

Community Safety

- Respecting the other individuals within the CKS community by creating an environment free of harassment, offensive/obscene material, and distraction
- Keeping password information safe and private to limit network vulnerabilities

Personal Digital Citizenship

- Respect content ownership
- Be aware of copyright law and proper educational usage
- Respect the rights of others outside the CKS community

Network Usage

- Minimizing bandwidth congestion by only using network resources for approved academic/personal learning goals

For any one individual action with technological resources, students should be able to state how their usage furthers their own academic/learning goals, supports the CKS community, or follows a tenet of the CKS Digital Learning Vision.

Uses that contribute to the violation of any other student conduct code including but not limited to cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances/items, etc.

Due Process

Christ the King School will apply progressive discipline for violations of the school agreement and signed Responsible Use Agreement Form which may include revocation of the access to the CKS domain, CKS network, technology use on CKS school grounds or at/during CKS school functions, use of CKS accounts, and CKS school issued devices. Other appropriate disciplinary or legal action may be undertaken by the CKS administration, and the Pastor of the Christ the King Parish.

Christ the King School Limitations of Liability

Christ the King School makes no warranties of any kind, implied or expressed, that the services and functions provided through the technology devices, digital resources and network infrastructure, along with information technology will be error free or without defect. CKS will not be responsible for damages users may suffer, including but not limited to loss of data or interruption of service.

CKS, along with any persons or organizations associated with the school department internet connectivity, will not be liable for the actions of anyone connecting to the internet through the school network infrastructure. All users shall assume full liability, legal, financial or otherwise for their actions while connected to the internet.

The CKS School staff assumes no responsibility for any information or materials transferred or accessed from the internet.

Parents/Guardians should read this CKS Technology Responsible Use Agreement. Parents/guardians should discuss the technology use responsibilities with their children. Questions and concerns can be forwarded to the Administration of Christ the King School.

Parents and guardians agree to accept financial responsibility for any expenses or damages incurred as a result their student's inappropriate or illegal activities on the Christ the King School network. Parents and guardians agree to reimburse CKS for any expenses or damages incurred in the use of school owned devices.

Modification

The Christ the King School Middle School team, Administration,and the Pastor of Christ the King Parish reserve the right to modify or change this agreement and related implementation procedures at any time without prior notification.

Christ the King School Student/Parent Statement of Responsibilities

Student Expectations

I have read, understand and will follow this Responsible Use Agreement. If I breach this agreement, the consequences could include suspension or revocation of Technology privileges and/or disciplinary action. I also understand the school network, domain and email accounts are owned by Christ the King School and Christ the King School has the right to access any of the information used through the mediums provided through the school at any time.

Parent/Guardian Responsible Use Signature

Parent collaboration and consent is a crucial focus of Christ the King School. Through our technology integration, we want to work with parents so they understand the various initiatives that are taking place at school. We encourage you to have your children guide you through their work so you will see their progress as it develops.

As parents, students and teachers working together, we become an ever-stronger learning community, therefore, creating more opportunities for our students to become more successful. As the parent or guardian of this student, I have read the Christ the King School Responsible Use Agreement. I understand that technology is provided for educational purposes in keeping with the educational goals of CKS and that student use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. **I understand that children's information**

technology activities at home should be supervised by me as they can affect the academic environment at school.

I understand the importance of this Responsible Use Agreement and will support my student in adhering to it. I am aware that if my child breaches this agreement, the consequences could include suspension or revocation of Technology privileges and/or disciplinary action. I also understand the school network, domain and email accounts are owned by CKS and that CKS has the right to access any of the information used through the mediums provided through the school at any time. I hereby give permission for my child to use technology resources at Christ the King School.

Parent/Guardian Student Images for Educational Purposes

Christ the King School attempts to provide students with the best educational practices and resources. Images and videos may be used in the classroom setting to enhance and enrich student learning. Images and videos should be taken and used for educational purposes only. School images and student images should not be used on non-school or non-CKS Domain based sites/apps (i.e. personal accounts). The use of videos and images is used at the discretion of the classroom teacher and the CKS Administration.

((continued below for signature))

Christit the King School Device Statement of Responsibility for Parent/Guardian and Student

We understand that we are accepting responsibility for any damage, destruction, or loss of the assigned Device. We understand that we are responsible for the total cost of replacing a damaged, destroyed, or lost device.

_____   _____
Parent or Guardian Name (please print)   Student Name (please print)

_____   _____
Parent or Guardian Signature   Student Signature

_____   _____
    Date   Date

☐   ☐

I have read and understand   I have read and understand
the CKS Technology RUA.   the CKS Technology RUA.