

ST. STEPHEN PROTOMARTYR RESPONSIBLE USE & TECHNOLOGY AGREEMENT

ST. STEPHEN PROTOMARTYR TECHNOLOGY

Technology integration is part of the school curriculum and is an integral part of the educational process. St. Stephen Protomartyr School utilizes technology in all curriculum areas for research, content support, skill development, collaboration, and other educational uses. To that end, St. Stephen Protomartyr School provides access to the Internet in learning environments for all students.

ACCEPTABLE USE

In order to clearly communicate expectations concerning the use of both resources and the internet, St. Stephen Protomartyr has adopted a Responsible Use Policy, which states:

The guidelines in this Responsible Use of Technology Policy are provided so that students are aware of their responsibilities as digital citizens. It is expected that students will make use of digital resources across grade levels and curriculum areas, which makes responsible use of those resources critical to their success in the classroom. Technology is an integral part of classroom instruction, and discipline for inappropriate use will be handled using standard disciplinary procedures.

St. Stephen Protomartyr School reserves the right to examine all data stored on servers, devices, or in SSP school-managed accounts and all files and communications. In accordance with the Children's Internet Protection Act, St. Stephen Protomartyr applies filters to internet content to prevent children and adults from accessing obscene and pornographic images, as well as other harmful materials.

Communications or depictions through email, text messages, or website postings, whether they occur on the school computer network or through private communications, which: (1) are of a sexual nature; (2) threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community, or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct") shall be subject to the full range of disciplinary consequences, including withdrawal for cause, as outlined by Archdiocesan policy.

ONLINE SAFETY

In accordance with the Children's Internet Protection Act (CIPA, see also below), St. Stephen Protomartyr School filters internet content to prevent children and adults from accessing obscene and pornographic images, as well as other harmful materials. The school has taken precautions to eliminate any access to controversial or objectionable resources and materials. However, due to the nature of technology, the school is unable to totally ensure that no students could possibly access such material in the foreseeable future. Accordingly, the school is not responsible for materials acquired on the internet.

St. Stephen Protomartyr School makes every good faith effort to comply with state and federal laws regarding student online activity and privacy, including COPPA and CIPA.

Children's Online Privacy Protection Act (COPPA)

COPPA applies to commercial companies and limits their ability to collect personal information from children under the age of 13. COPPA does not preclude schools from acting as intermediaries between operators and parents in the notice and consent process, or from serving as the parent's agent in the process of collecting personal information online from students in the school context, when parents have provided permission for student internet use under the guidelines in this agreement by signing below. The school's use and sharing of student information is solely for education purposes. (<http://business.ftc.gov/documents/Complying-with-COPPA-Frequently-Asked-Questions>. Also 64 Fed. Reg. 59888, 59903)

Children's Internet Protection Act (CIPA)

CIPA imposes certain requirements on schools or libraries that receive discounts for internet access or internal connections through the E-rate program – a program that makes certain communications services and products more affordable for eligible schools and libraries. In compliance with CIPA, St. Stephen Protomartyr School filters internet content to prevent children and adults from accessing obscene and pornographic images, as well as other harmful materials, monitors network activity, and provides appropriate educational opportunities about online safety and behavior. (<http://www.fcc.gov/guides/childrens-internet-protection-act>)

ONLINE RESOURCES

As part of standard instructional practice, St. Stephen Protomartyr School uses a wide range of online ("Web 2.0") resources hosted by third parties, including Google Apps for Education, a web-based suite of programs provided by Google that is the school's core online application and work environment. These applications, detailed below, are different from the consumer versions of Google's products in that the school retains control over any student data.

Google Apps for Education

St. Stephen Protomartyr 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 staff and students at St. Stephen Protomartyr School have access to Google Apps for Education. Google Apps includes such programs as Google Drive, Google Calendar, and Google Gmail. Google Meet is used to provide remote instruction for at home learners. In cases where a student learns from home, s/he will be able to see and communicate with classmates and teachers.

All of the Google Apps services can be accessed from anywhere there is an internet connection (school, home, smartphone, etc.) This reduces and replaces the need for flash drives and/or external data drives. Since Google Apps are all online, they are the same everywhere you use them. There is no issue with having one version of a program at home and a different version at school. Google Apps allows teachers and students to easily share documents and files as well as to turn in assignments electronically and collaborate on projects with classmates.

St. Stephen Protomartyr School Student Google Account Setup

Online accounts for SSP students will be created. The policies for student accounts is also the one used by faculty and staff, and only SSP students and teachers can receive messages from these accounts.

Other Online Resources

The school also uses many other online tools, resources, and learning management systems.

In some instances, it is necessary to set up an online account for individual students. Accounts will be created for educational purposes only. Student data is entered into third-party systems only to the minimal degree necessary for it to be functional as a tool for educational purposes. In some cases a grade level or a homeroom/team name may also be used as a means of organizing student accounts in systems.

PUBLICATION

There are occasions when students or their work may be photographed or filmed for the purpose of publication in school newsletters, community newspapers, or on school websites. We ask that parents also respect the privacy and confidentiality of students when photographing or filming student activities. While St. Stephen Protomartyr and its staff cannot be responsible for photos or movies posted on non-school websites, we ask that everyone observe the rules of confidentiality. Parents and guardians may allow or deny permission to publish their child's image or work.

School Websites

St. Stephen Protomartyr School website guidelines state that photos or movies including students may be published, but only students' first names may be used in conjunction with those media. Students may, however, be identified by class. Samples of student work including artwork or podcasts may be identified only by first name. These rules pertain to all forms of online publication, including websites, social media platforms, and all other means of publicly posting content electronically.

Newspaper & Television

Parents and guardians may allow or deny permission for their child's image (e.g. photo or video) to be published in a community newspaper or on a television broadcast. Please note that you may reverse your above decisions at any time by providing the school with a written note.

FAMILY AND STUDENT ACKNOWLEDGEMENT

Collaboration between families and schools is an essential element of our work and success. This applies to all areas of schooling, and can be especially critical when related to educational technologies. We appreciate your support in helping students understand appropriate and acceptable use of technology, and encourage families to have students guide them through their work with technology resources.

TECHNOLOGY RESPONSIBLE USE PLEDGE

Guidelines for the responsible use of technology are to be followed whenever a student is logged on to their SSP2 school account, no matter the time of day or night.

Expectations for responsible use of technology at St. Stephen Protomartyr School are based on appropriate behavior consistent with Christian teachings.

Minor Behavior Expectations

1. Students are expected to be courteous and use appropriate language.
2. Students will utilize technology resources for educational purposes in ways that conform with ethical and legal guidelines.
3. Students will maintain the privacy of passwords associated with the use of the network.
4. Students will maintain the privacy of their own personal address, phone numbers, and other personal information, and that of other students.
5. Students will immediately report any suspicious or unusual activity while using any St. Stephen Protomartyr School technology or on the SSP2 network.

Major Behavior Expectations

6. Students MUST BE on their SSP2 account at all times during school hours.
7. Students will use technology to create original works. When using or incorporating the work of others, students will appropriately credit and cite owners or originators of that work. Students will respect the rights of copyright owners.
8. Students will not use the input components of computers (e.g., cameras, microphones, etc.) in an irresponsible, inappropriate, or illegal manner.
9. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or access digital material that includes obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
10. Students will not deliberately cause the loss of other users' work or damage to any St. Stephen Protomartyr School systems.
11. Students will not override firewalls, desktop management, or security measures established on the network.

Consequences

Failure to follow these expectations will result in the following consequences:

Minor Behavior Violation (1-5): Teacher signature on student's Respect and Responsibility Behavior Card

Major Behavior Violation (6-11): Referral to the principal for discipline (possible consequences include detention and suspension of internet use at school)