



## **Acceptable Use Policy: Technology 2025-2026**

All students and staff within Our Lady of Mercy Academy will adhere to the rules, regulations, and procedures of the Acceptable Use Policy as they pertain to the various technologies outlined below:

### **General Information:**

Our Lady of Mercy Academy is committed to providing our community with up-to-date computer equipment, services, resources, and Internet access to all our students and staff for educational purposes only. The purpose of providing these resources is to improve learning and teaching through research training, collaboration, blended and differentiated learning, G-Suite, and global communication. Our Lady of Mercy Academy's Administration reserves the right to monitor any and all activity on the network/computer facilities/devices.

The Regulations provided are so that staff, students, and our community-including parent(s) and/or guardian(s) are aware of this policy. Users are required to comply and agree to abide by these through the signing of this agreement.

Electronic file storage shall be treated as all other student storage facilities in school under the state law, that administrators can review and inspect files and communications to maintain system integrity and to ensure that users are using the system responsibly, including emails and files.

### **Anti-Big Brother Act**

Please review the Anti-Big Brother Act signed into NJ law on April 15, 2013. This Act was designed to strengthen student privacy protections in response to an incident in Pennsylvania in which a school provided devices equipped with cameras to students and secretly recorded student activity.

The Anti Big Brother Act mandates that a school furnishing a student with an electronic device equipped with recording capability must provide the student with "written or electronic notification that the electronic device may record or collect information on the student's activity or the student's use of the device if the device is equipped with a camera, global positioning system, or other feature capable of recording or collecting information on the student's activity or use of the device."

Please be advised that Our Lady of Mercy Academy uses devices, such as iPads that are capable of recording. We will not use the devices in a manner that would violate the privacy rights of your child.

In addition, your child is required to comply with all policies and procedures outlined in the Acceptable Use Policy (AUP).

### **Prohibited Activity:**

Users of Our Lady of Mercy Academy devices, networks, servers, and Internet access are prohibited from engaging including, but not limited to the following:

- Sending or displaying offensive pictures
- Engaging in conduct which violates school policy
- Using obscene language and or accessing visual depictions that are obscene
- Harassing, demeaning, insulting, defaming, discriminating against, or attacking others
  - Sending, displaying, or receiving lewd, indecent, profane, vulgar, rude, racist, offensive, or inflammatory speech or material
- Knowingly or recklessly posting false information
- Engaging in activities that could materially or substantially interfere or disrupt the operation, the mission of the school
- Damaging computers, systems, and networks
- Intentionally compromising school data
- Intentionally disrupting network traffic
- Violating intellectual property laws
- Using another's password, account, or identity or forging emails
- Trespassing in another device, folders, work, or files
- Intentionally wasting limited resources
- Sharing personal information without consent
- Using personal cell phones, smartwatches, or school devices to draft or send text or email messages, make phone calls, take or distribute photos or videos without authorization on school grounds
- Engaging in an activity that does not advance education purposes for which the devices and network are provided.

### **Use and Responsibility**

A Parent and Student signing the Handbook acknowledgment recognizes that:

- I do not have the right to copy or distribute software or provide access to services to anyone
- I will take responsibility for any device and each computer account that is given to me
- I will not give my password to anyone
- I will not attempt to change or alter the school's blocking and filtering technology protection that is required by the Children's Internet Protection Act (CIPA)
- I will not attempt to access non-academic sites or services
- I will not copy unauthorized software
- I will treat all devices and facilities with respect and will not intentionally damage them
- I will not have food or drink near school technology equipment

## Internet

It is essential that Internet Access is not used to violate laws, offend others, or break school and/or district rules. Our Lady of Mercy Academy has taken all necessary actions to filter access to the Internet for the protection of its students as outlined in CIPA. Students shall immediately notify a staff member if anyone attempts to initiate any inappropriate personal contact with them while using the school's Internet access.

- ❑ School email is to be used by current employees, students, and families for school-related business only
- ❑ Personal emails should not be sent or received on a school account
- ❑ Staff, parents/guardians, and/or students may not send mass emails that contain for-profit business promotions or information about other non-school related items
- ❑ Email messages between staff and students and/or between staff and parents/guardians should be consistent with professional practices for other correspondences and demonstrate mutual respect and collaboration focused on student success
- ❑ Communication between staff and students and students and students should be for educational purposes only
- ❑ The Our Lady of Mercy Academy Google email account is provided as an educational tool to help foster communication and collaboration that is appropriate
- ❑ Email accounts will be disabled immediately upon separation from the school (retirement, resignation, non-renewal, termination, graduation, etc.)

**NOTE:** Our Lady of Mercy Academy Students in grades k-8 will receive a GOOGLE APPS for Education (GAFE) account. All Our Lady of Mercy Academy families (grades PreK-8) will receive a GOOGLE APPS for Education (GAFE) FAMILY account. **It is required that all parents and students (grades k-8) agree to utilize these applications as part of our learning program. Included but not limited to: the submitting of work through Google Classroom, the use of the email, and completion of assessments using such applications as Google Forms.**

**Our Lady of Mercy Academy Technology Acceptable Use Policy  
Internet Use Agreement  
2025-2026**

I have read the Our Lady of Mercy Academy Technology Acceptable Use Policy and Internet Use Agreement. I understand and will abide by the Acceptable Use Policy and Internet Use Agreement. Should I commit any violation, my access privileges may be revoked and school disciplinary action may be taken.

\_\_\_\_\_ HR Teacher \_\_\_\_\_ Student  
Name (Please print)

\_\_\_\_\_ Date: \_\_\_\_\_ Student  
Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian (Please Print)

\_\_\_\_\_ Date: \_\_\_\_\_  
Parent/Guardian Signature

**The completed form must be returned to the homeroom teacher on or before:  
September 18, 2025.**