



TECHNOLOGY ACCEPTABLE USE POLICY (TAUP)

Sacred Heart Catholic School is pleased to offer students access to technology resources for educational purposes, which may include computer hardware and software licensed to the school. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

WHAT IS EXPECTED?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. **The use of technology resources is a privilege, not a right, and may be revoked if abused.** The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. **The students are never expected to access, keep or send/communicate anything that they would not want their parents, teachers, or clergy to see.**

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment of the school, staff or students or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

INTERNET AND EMAIL

Access to Internet will enable students to explore thousands of libraries, databases, museums and other repositories of information. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the disadvantages.

In order to continue to keep your child in a safe and academically driven atmosphere with minimal distractions Students may NOT access any personal email and/or other accounts other than their school-issued Google account from their Chromebook.

ELECTRONIC COMMUNICATION – Texting & Posting

Students may not use electronic communication in a way that jeopardizes the safe environment of the school, staff, or students or is contrary to Gospel values. **This policy applies to all forms of electronic communications whether they occur through the school's equipment or through private communication. Students are strictly forbidden to use any electronic devices on campus without administrative approval.**

CYBER-BULLYING

Cyber-bullying is defined as use of the internet, cell phone or any electronic device to send or post text messages or visual images/videos intended to hurt or embarrass another person. Cyber-bullying includes, but is not limited to the following:

- Cruel instant computer messaging or threatening emails and/or text on any form of Media. **ie. Snapchat, Instagram/Thread, Tik Tok, X (formally known as Twitter), BeReal, Discord, Twitch, Facebook.**
- Mean, repeated cell phone text messages.
- Creating a website for the purpose of mocking certain students or school personnel.
- Posting humiliating “photoshopped” or digitally modified images of students, family members, or school personnel.
- Forwarding “private” photos or videos to other students.
- Pretending to be someone else by using someone else’s online screen name.

Students are encouraged to report any incident of harassment to the teacher or principal. The principal has the responsibility to look into a harassment or bullying complaint in an expeditious manner. Retaliation or intimidation for having reported or threatened to report harassment or for assisting the school in the investigations is strictly prohibited. Acts of retaliation will result in disciplinary action.

CELL PHONES AND ELECTRONIC DEVICES

Students may NOT use cell phones (including texting) on the school campus. Cell phones must be turned off and in the student's locker and/or in their backpacks while on campus, including school activities. **If a student's phone or any electronic device is confiscated, the school reserves the right to review the contents of any devices (including the call, photo(s), and texting history) when collected.** The school office phone may be used for emergencies. Calling parents for forgotten homework, projects or making social plans, etc. does not constitute emergencies.

Students are not allowed to receive any calls or texts during school hours. **Be aware that if a cell phone "goes off" during school hours, it will be confiscated.** Messages of an emergency nature will be relayed to students through the front office.

Parent cell phones **and any other electronic device** must be turned off or put on vibrate while on the school campus and attending school activities.

SOCIAL NETWORKING

Accessing social networking websites are not allowed on or off school premises and property. The use of circumventors to get around school network security is prohibited.

SACRED HEART LEARNING PLATFORMS

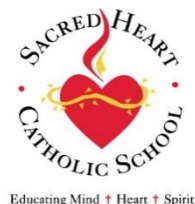
Grades 3-8 use Google Classroom as their learning platform. Google Classroom helps both teachers and students organize assignments, boost collaboration, as well as fostering better communication skills.

Ethical Use of Internet, Other Technologies and Electronic Devices

It is the policy of the Archdiocese of Galveston/Houston, Catholic Schools Office and Sacred Heart to require the ethical use of the internet and related technologies by all employees, volunteers and students. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Violations of the above regulations and policies will result in some form of disciplinary action(s). Final dispensation will be determined by Sacred Heart Catholic School.

Note: Any violation that is determined to be illegal may result in criminal prosecution. Individuals will be held financially responsible for costs incurred as a result of an act of intentional vandalism or damage to software, computers, or related hardware



Grades 5-8 - APPROPRIATE CHROMEBOOK USAGE

Students are required to purchase a Chromebook before the beginning of the 2023-2024 school year. At this time, I, _____ am giving Sacred Heart Catholic School guardianship of the Chromebook purchased through the school's website. **Listed below are the guidelines my child and I have read, reviewed, and agree to.** If a rule is broken each student will be dealt with on an individual basis and will receive a consequence that is equivalent to the infraction. For example, a possible consequence could be suspension from using technology for a certain amount of time. Both student and parent signature indicate that you understand the appropriate Chromebook usage guidelines.

TECHNOLOGY GUIDELINES

1. Do not use technology to harm other students or their work.
2. Do not damage the network or any technology resource in any way.
3. **Chromebooks will be checked at random times to make sure guidelines are being followed.**
4. Do not interfere with the school's network or daily operation by accessing any personal non-issued school accounts.
5. **There will be NO video, photos or voice recordings to be taken of anyone or anything unless it is part of assignment that has been approved by their teachers. Students are not allowed to post images of any student or staff member. Distribution of unauthorized media may result in disciplinary action. NO EXCEPTIONS.**
6. Do not violate copyright laws.
7. **Do not view, send, distribute or display offensive or bullying messages or images.**
8. Do not share your passwords/personal information or in any way obtain another person's password/personal information.
Do not waste technology resources such as cloud-based storage or printing supplies.
9. **Students are required to carry the Chromebook in a Chromebook Case they have purchased. Chromebooks are not allowed to be stored or transported in students' backpacks.**
10. Do not trespass in ANYONE's folders, work or files.
11. **Games are not allowed to be played on Chromebooks.**
12. Do not create your own (students) google classrooms.
13. **Do not stream YouTube videos for anything else other than educational needs as directed by the instructor.**
14. Wireless headphones are not allowed.
15. Do not attempt to circumvent network filters or security in any way.
16. Notify an adult immediately, if by accident, you encounter materials which violate the Rules of Appropriate Use.
17. Using materials found online and using them as your own is plagiarism and is strictly prohibited.
18. **BE PREPARED to be held accountable for your actions and for the loss of privileges if the appropriate use of technology is abused.**

Technology and Acceptable Use Policy (TAUP) and Chromebook Agreement **MUST** be returned to school prior to the use of their Chromebook.

_____ has read and understands the guidelines of the Technology and Acceptable Use Policy.
Student Name

I have read and agree to the terms and conditions of the Chromebook Agreement.

Parent Signature

Date

Student Signature

Date

