

**BLESSED TRINITY SCHOOL'S
ACCEPTABLE USE POLICY (AUP) FOR TECHNOLOGY
(3rd thru 8th Grades)**

Introduction

At Blessed Trinity School (BTS), we believe that "...technology must be at the service of the human person...in conformity with the plan and the will of God...This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all." (Catechism of the Catholic Church, #2293, #2294).

With this in mind, it is important that we remember that our schools are founded for Faith development and all tools that we use in the education process keep this fact in the forefront. At BTS, we further believe that the parent, student and school form a partnership which embraces the ideals of the Catholic faith in word and action. By signing the following policy, the parent and students agree that the student will value the research advantage of the Internet and not use it in any manner that violates these values and ideals.

Purpose

BTS may provide its administrators, faculty and students with access to computers and various information technology resources, including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings.

AUP

In order for a student to gain access to school-provided technology, including the Internet and electronic mail (e-mail), he/she must obtain the written permission of the parent/guardian, who shall have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students and parents must sign the Acceptable Use Policy (AUP) for Internet Usage.

Disclaimer

BTS has taken extra measures to ensure the safety of your child while accessing the Internet. We have a firewall on our network, subscribe to a content filtering service, as well as use a classroom management software. However, please remember that nothing is 100% secured. Yet, we believe the educational value of Internet use far outweighs the risks.

The school will not be responsible for the accuracy, nature, or quality of information stored on any fixed or removable electronic media, whether on workstations, stand-alone computers or servers nor for same obtained from school-provided Internet access. Further, the school shall not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the Internet. These guidelines and all its provisions are subordinate to local, state and federal statutes.

Student Responsibility

Access to all forms of technology is a privilege, which entails responsibility on the part of the student. It is a general expectation that students use BTS' computer resources in a reasonable, efficient, ethical, moral, and legal manner.

Students are responsible for their behavior on-line. BTS considers all connections to remote locations on the Internet as "Electronic Field Trips". Therefore, the rules that apply to student conduct on regular field trips also apply to these Electronic Field Trips. It is important that you realize you are acting as an ambassador for BTS. Users shall not be permitted to use any technology while access privileges are suspended or revoked

Students shall report illegal or unauthorized use of the network, computers or other equipment to the supervising teacher or the authorized technical and information services administrator.

Consequences

Students violating policies governing standards of conduct or the use of technology, including the Internet and e-mail, shall be subject to loss of privileges to use the school's information technology resources and any additional consequences at the principal's discretion, including expulsion, and/or appropriate legal action.

Further, students who attempt to waste, misuse, harm or destroy, or intentionally participate in wasting, misusing, harming or destroying computers, network, equipment or property shall be financially liable for damages incurred and shall be subject to revocation of privileges and potential disciplinary consequences at the principal's discretion, including expulsion, and/or appropriate legal action. This includes but is not limited to uploading, creating, or transmitting computer viruses.

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General Rules of Conduct

All use, whether or not explicitly enumerated within this policy, must be consistent with the mission statements, values, understandings and beliefs of BTS. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school.

Students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school;
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomfoting materials to the school principal;
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like MySpace, Facebook, Twitter, etc.;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.

To remain eligible as users, students are expected to use these resources judiciously and restrict their activities to those which are in support of and in accordance with this Acceptable Use Policy for Technology. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

A good rule to follow is never view, send or access materials which you would not want your teachers and parents to see.

Remember, e-mail is not guaranteed to be private but all communications and information accessible via the network and the Internet should be assumed to be private property.

Student Safety

- ✓ Student shall report to a teacher or administrator any unsolicited email, security problems, or information that makes the student uncomfortable.
- ✓ Student shall not respond to unsolicited e-mail messages from any source which consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content without permission of their supervising teacher.
- ✓ Student shall not use the Internet to meet unknown people.

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Security

Security on any computer system is a high priority especially when the system involves many users. Anyone identifying a security problem must notify the school computer specialist, a teacher or administrator immediately and must not demonstrate the problem to other users.

Cooperation with Legal Authorities

BTS complies with Federal, State and local laws and ordinances. As such, the school will cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation.

Supervision and Monitoring

Student access to, and use of, the Internet as well as all other computer-related technology, shall be at all times under the direct supervision of the professional educational staff. Consequently, whenever possible, links to Internet sites shall be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the student shall be provided with guidelines and/or references geared to the particular learning objectives.

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to a law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as MySpace and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.