# Saint Louis the King

## Technology, Computer & Internet Acceptable Use Handbook

Access to the internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with internet users throughout the world. Parents should be aware that some material from the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Inevitably, students may find ways to access this material. Saint Louis the King Catholic School does have filtering software; however, no filtering system is completely 100% effective in preventing access to all inappropriate materials. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using technology.

As keeping with the technology goals of the Diocese of Phoenix, students at appropriate grades may participate in a variety of online activities which may include the use of wikis, discussion forums, blogs, educational games, and educational social networks. Content published online by students may include, but is not limited to multi-media, written, oral and artistic projects to supplement all curriculum areas and demonstrate understanding of technology and/or other curriculum area concepts.

If your student is under the age of 13, any external website that requires student accounts or uses students' personal information is subject to a federal law known as the Children's Online Privacy Protection Act (COPPA). St. Louis the King administration and/or teachers may use/create web-based student accounts for educational purposes, such as SchoolSpeak, Quizlet, Spelling City, Google, Apple etc. The completion and signature portion of this document gives the consent of the parents/guardians of the students listed to authorize St. Louis the King to create educational accounts as needed.

G-Suite, formerly called Google Apps for Education, will be used as a tool for our students and staff and may be used from any computer with internet access. This education version of Google provides a self-contained environment for students and staff to collaborate and share information in a controlled environment. For students in grades K-8, accounts will be set up to allow sharing of documents only within the St. Louis the King Google site. Students may have the ability to communicate in an electronic/email format with other SLK students and teachers within our school. Teachers and administrators have access to student accounts.

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. General school rules for behavior and communication apply. It is expected that users will comply with both school and diocesan standards and the specific rules set forth in this document and as directed by their teacher. The use of technology resources is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. Students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

Parents assume responsibility for the supervision of internet use outside of school. Parents are encouraged to discuss family rules and expectations for using internet-based tools, including Google

Apps for Education, Apple programs, etc. Parents are encouraged to report any evidence of cyber bullying or other inappropriate use to the school.

Electronic Communication
Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion. This policy applies to any type of electronic communications or depictions, such as e-mail, text messages, blogs, Xbox, Twitter, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

Email
Student email accounts are for academic use only and should not be distributed publicly. This account should not be used to distribute spam, jokes, viruses, chain letters, etc. All passwords should be kept confidential. Students should not change their school issued passwords. If a student forgets their password, or suspects that it has been compromised, please notify a teacher. Any abuse of the SLK email account will result in appropriate disciplinary action. SLK email accounts are property of SLK and may be subject to administrative monitoring without notice.

Electronic Storage Files/Data
Network and school-issued Cloud storage areas may be treated like school lockers. Network administrators and/or teachers may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users must respect our resource limits and save only academic files to their network.

Personal Safety and Personal Privacy
Students will not post personal contact information about themselves, other students or staff on the internet. Personal contact information includes address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Social Networking
 Accessing social networking websites, blogs, video sites (except those used for educational purposes) are off limits on school property. If a student is unsure whether or not a website is appropriate for school use, ask the teacher. The use of circumventors to get around school network security is prohibited.

Illegal Copying
Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Diocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate Materials or Language
Profane, abusive, or impolite language should not be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs, and

discussion forums, is also prohibited. Should students encounter such material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, or access materials, which one would not want their teachers and parents to see.

Electronic Devices/Cell Phones
According to the Parent/Student Handbook, students should not bring their cell phone or any electronic device to school. If he/she does so, then it must be always kept in his/her backpack and be turned off. Talking on a cell phone or text messaging during school hours or while in Extended Care is not permissible. If the student removes the cell phone from his/her backpack at any time while on school campus, the school faculty, staff, or administration may confiscate the phone and place it in the school office. The student's parent will then be responsible for picking up the cell phone from the school office. Other electronic devices such as I-Pods are not permitted anywhere on campus including afterschool sports, Extended Care, recess, etc. St. Louis the King Catholic School is not responsible for any lost, damaged, or stolen cell phone or electronic device.

In all cases of confiscation, the principal reserves the right to check for any inappropriate information that may be stored, received, or sent on any student's confiscated communication or electronic device during the school day or any school-sponsored event. When deemed necessary, this information will be downloaded and/or printed. Personal electronic devices, including cell phones and watches with internet capability, are not permitted at St. Louis the King. If a student brings a cell phone or internet capable watch to school, it must be placed inside the student's locker or given to the teacher for safe keeping.

Student Chromebooks
1:1 Chromebooks will be integrated into the curriculum for all 4th – 8th grade students. Students must adhere to all school policies, including the Technology, Computers, and Internet Acceptable Use Guidelines. Failure to comply with these guidelines may result in the loss of Chromebook privileges and/or disciplinary actions.

**BE RESPONSIBLE, PRODUCTIVE, AND RESPECTFUL**

   • I understand that the Chromebook is vulnerable to damage if dropped, thrown, or crushed and I will take care when placing using it in my classroom. • I will keep the Chromebook away from food, beverages, and other liquids.

   • I will plug in the Chromebook according to my teacher's

   • I will only use apps and websites my teachers tell me to use.

   • I will us the Chromebook to do my own work and avoid plagiarism by giving credit to my sources

   • I will not bully, harass, harm, or spread lies or misinformation about others.

   • I will use the camera and microphone to take appropriate pictures, videos and audio recordings.

   • I will use the Chromebook to access, submit, post, publish or display material that is legal, true, nonthreatening, free of offensive content, and does not hurt someone's reputation.

   • I understand that my Chromebook is subject to inspection at any time without notice and remains the property of St. Louis the King Catholic School.

# Student Parent Technology Agreement

The administration reserves the right to impose restrictions and consequences it may deem necessary for good order and for the welfare of the individual student and the entire St. Louis the King Catholic School and Parish Community. The directives noted within this Student/Parent Technology Agreement are such that they will insure a positive, healthy environment where educational growth can occur with freedom and order. For this reason, each student, along with his/her parent or guardian, are required to read and verify in writing "that they have read and agree to adhere to the policies and regulations herein" (Diocesan Handbook 4.01C). This handbook serves as a contract between the students and their parents and St. Louis the King Catholic Parish and School.