



Technology Acceptable Use Policy

As part of its commitment to maintaining a 21st century learning environment, St. Dominic School offers student and staff access to technology for educational purposes before, during and after school hours. It is our policy that all technology--that which is the property of St. Dominic School and those devices, including Chromebooks, which are owned and operated by individuals in the school--is to be used in a responsible, efficient, ethical and legal manner, and that all who utilize these resources will adhere to this Technology Acceptable Use Policy.

GENERAL GUIDELINES FOR TECHNOLOGY USE

Use of the Internet is a privilege, not a right.

- Wireless access is password-protected and limited to St. Dominic School employees only.
- Use of the Internet by students is permitted at the discretion of teachers, After School Program monitors or other program supervisors before, during and after school hours. The Internet may not be accessed on students' PEDs (personal electronic devices such as Chromebooks, tablets, iPads, laptop computers and eReaders) without permission and only under adult supervision.
- Students using the Internet at St. Dominic School may not access Facebook or other social networking sites; games are limited to those approved by the supervisor.
- St. Dominic School uses an Internet filter, but no filtering product can block all inappropriate sites. We assume no liability in the event that the filter is not 100% effective.

Respect and protect the privacy of others.

- Use only assigned accounts.
- Do not view, use or copy passwords, data or networks to which they are not authorized.
- Do not share passwords or use another's passwords.
- Do not distribute private or personal information about others or themselves.

Respect and protect the integrity, availability and security of all electronic resources.

- Observe all network security practices.
- Report security risks or violations to a teacher or network administrator.
- Do not destroy or damage data, networks or other resources.
- Conserve, protect and share network, hard drive and printing resources with other network users.

Respect and protect the intellectual property of others.

- Do not infringe upon copyrights (no illegal copies of text, pictures, music, games or movies).
- **Do not plagiarize.** Copying another person's work without giving full credit to the source is considered cheating and subject to punishment in accordance with the school's discipline policy.

Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful. Do not swear, use vulgarities or any other inappropriate language.
- Report threatening or inappropriate sites or materials to a teacher or other supervisor.
- Do not intentionally access, transmit, copy or create material that violates the school's code of conduct (such as messages that are inappropriate, rude, discriminatory or harassing).
- Do not intentionally access, transmit, copy or create material that is illegal (such as obscenity or illegal copies of copyrighted works).
- **Do not send spam, chain letters or other mass unsolicited mailings.**
- Do not buy, sell, advertise or otherwise conduct personal business using school technology resources.

CYBERBULLYING

Cyberbullying is being cruel, threatening, or harassing to others through electronic means by sending or posting harmful material or messages using the Internet or other electronic means. This includes email, instant messaging, chat rooms, or online social networking sites such as Facebook. St. Dominic School will not tolerate harassment in any form, whether conducted on or off campus. Harassment will be handled as outlined in the school's discipline policy. In the event that a parent of a St. Dominic student feels that his/her child has been a victim of cyberbullying, the parent should print a copy of the material and report the incident to the administration. Harassment reports will be investigated fully. Consequences may include, but are not limited to, the loss of computer privileges, detention, suspension or dismissal from school.

EMAIL GUIDELINES

St. Dominic requests that all parents, students and employees follow these guidelines to reduce the amount of spam, phishing and malicious email the school receives:

- Protect your email address. Use discretion when posting your address or sending it to others.
- Always read the privacy policy when submitting your email address.
- **Do not forward junk/chain email.** This increases the overall email volume, perpetuates hoax emails and allows suspicious parties to see your email address. Many of the chain messages are created by spammers as a technique to harvest email addresses.
- **Use blind carbon copy (bcc) to send email to more than one recipient.** This keeps the recipient from viewing all the email addresses in your address book. This is common courtesy to others who have entrusted you with their email addresses.

PERSONAL ELECTRONIC DEVICES (PEDs)

Students may use PEDs for educational purposes before, during or after school hours at the sole discretion of the teacher/supervisor. The teacher/monitor has the final say on use of PEDs. PEDs include but are not limited to Chromebooks, tablets, laptops, iPods and eReaders. Students may not print from a PED. **Cell phones with eReaders installed are not allowed for use by students at St. Dominic School. Cell phone use is not permitted without the express permission of a teacher or other adult supervisor at school or school-related events such as field trips and social functions.** St. Dominic School is not responsible for any damage or loss associated with student PEDs. Student PEDs must be powered off and kept in lockers, book bags or other storage areas when not in use.

SCHOOL SUPERVISION AND MONITORING

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with acceptable use policy guidelines. Administrators reserve 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. They also may use this information in disciplinary actions, and will furnish evidence of criminal activity to law enforcement.

SOCIAL NETWORKING

Social networking sites such as Facebook are very popular; however, users of these sites have little control over the content that "friends" post on their sites because they are in the public domain. With this in mind, **no student, parent or employee shall create or maintain a public electronic presence that in any way links to or publicizes St. Dominic School without the express permission of the school.**

The following guidelines apply:

- St. Dominic School families/students/employees may not use St. Dominic School information such as school and/or athletic logos on their personal websites.
- St. Dominic School families/students/employees may not link their personal website to the St. Dominic School website.

- St. Dominic School families/students/employees may not post inappropriate photographs or content that contains any form of St. Dominic School identification.
- St. Dominic School families/students/employees may not post content, including blogs or online journals, linking them in any way to St. Dominic School.
- Be mindful that online content is not private and there could be long-term ramifications.
- Do not post images and names of St. Dominic School students on your personal Facebook or other social media accounts without the express permission of the parent.
- Creation of Facebook or other web pages in the name of St. Dominic School, its athletic or educational programs, individual grades or classrooms is strictly prohibited.

Violations of these policy guidelines should be reported to school administration immediately.

ST. DOMINIC SCHOOL EMPLOYEE USER AGREEMENT

I understand and will abide by the Technology Acceptable Use Policy above. I further understand that any violation of the policy may result in disciplinary action, loss of technology privileges and/or appropriate legal action.

Name _____ - Signature _____

-Date 06/15/2021

ST. DOMINIC SCHOOL STUDENT/PARENT AGREEMENT

I have read the Technology Acceptable Use Policy above and have reviewed it with my children, listed below. We agree to abide by the policy at all times and understand that any violation of the policy may result in disciplinary action, loss of technology privileges and/or appropriate legal action.

Parent/Guardian Name: _____ Signature _____

-Student's Name: _____ Grade _____

-Student's Name: _____ Grade _____

Student's Name: _____ Grade _____

Student's Name: _____ Grade _____