Blessed Sacrament Acceptable Use Policy for Students

Blessed Sacrament School recognizes the importance and benefits to education that the availability and usage of a network computer system, access to the Internet and emerging technologies gives teachers, administrators and students. Access to the school's technology equipment, network and other technological tools is intended for use as an educational tool, not for recreational use.

The Internet is a global network, and along with access to computers and people all over the world, comes the availability of material that may not be considered of educational or moral value in a Catholic school setting. However, Blessed Sacrament School believes that the information and interaction available on the worldwide network is valuable to teaching. Since anyone may create a web site, information found on the Internet must be scrutinized carefully. The school cannot be held responsible for false or misleading information obtained while online. The Internet is dynamic and resources change hourly.

To maximize positive student experiences faculty and administrators will make every effort to provide students with the understanding and skills needed to use the Internet and other technologies in ways appropriate to their educational needs and personal safety. School personnel will use a variety of methods to guide students to information and resources consistent with educational and Christian goals. Blessed Sacrament School utilizes filtering software to aid in blocking access to sites inconsistent with educational and Christian goals, and staff will also supervise students' use of the Internet. Despite its best efforts, the school cannot guarantee students will not gain access to sites which may be offensive to individual family values. When possible, parents and the community will be partners with the school in its use of technology and the Internet, and will be informed about use their uses in an ongoing manner.

Please review this Acceptable Use Policy. You and your child will be required to read and sign the agreement before Internet use or full use of computers is granted in the lab or classroom. Please feel free to contact the school with any questions or concerns regarding the school's technology and/or Internet policy. You are not required to grant permission for your child to use a computer or access the Internet. If you do not wish for your child to have access to the Internet, your child will be assigned an alternative activity in order to complete the lesson. The faculty and administration of Blessed Sacrament firmly believes that the technology of computers, the Internet and other technological devices are appropriate tools for the educational setting.

Also as more and more textbooks and classroom resources become digital, we at Blessed Sacrament School need to know if your child has or is given access to a computer and the Internet at home. If not, arrangements can be made for the student to stay after school to work on homework in the computer lab. So please indicate on the AUP form whether your child has access to a computer and the Internet.

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Confidentiality
The school reserves the right to review any materials or files students have access to via the Internet, e-mail, account files, personal devices or other technology for their appropriateness in light of legal, ethical and Christian standards.

Discipline
Any violation of this policy is also considered a violation of the general school discipline code as stated in the student handbook and is subject to school disciplinary action. The privileges of using the computer network, Internet access or other means of technology can be suspended or revoked at any time.

Technology Rules
1.   Use the Internet only when a teacher gives permission and in a way that meets the school's educational and Christian goals.

2.   Use of computers, the Internet and other technology devices is for school related activities only. School related activities are assignments or projects given and monitored by a teacher.

3.   Any personal technology or electronic devices (including but not limited to-cell phones, BlackBerrys, i-pods, mp3 players, portable electronic games, SMART phone, tablets) may not be used during the school day, which is 7:00 a.m. to 3:15 p.m., except with the permission of school staff (see WCD policy for additional information),

4.   Student should be aware that computer files, e-mail and Internet use are not private. The school can access these files for maintenance and monitoring purposes.

5.   Students are to access only their computer accounts and no one else's. Their passwords should not be shared with other students.

6.   Students have access to e-mail via a teacher's e-mail only. No student e-mail accounts will be issued. On-line e-mail accounts may only be used with teacher permission.

7.   The use of any type of social networking sites (e.g. Facebook, My Space blogs, Webkinz, Runescape) is prohibited unless teacher uses this tool as part of the curriculum. Before or after school use is allowed with teacher permission and supervision only.

8.   Students are to treat the equipment with respect and may not damage or misuse the hardware or software. If you have problems, please wait for an adult to help you.

9.   Students may not write, send, download or install any software programs to or from a school computer.

10.   Students may not write, send, download, or display obscene, threatening, harassing or harmful messages or pictures. They may not use school equipment to make purchases, or offer items for sale. The school is not responsible for financial obligations resulting from a student's use of the Internet.

11.   Students are not to share any personal information about themselves, friends, families or any other individual over the Internet.

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12.   When using the Internet for reports, students are to cite Internet sources (or any book, encyclopedia, or magazine) using the bibliography or reference page style adopted by the school. Teachers will instruct students in the use of the computer for research and how to cite the sources.

13.   Class assignments done at home may be printed out at school or displayed on a computer in the following ways to avoid virus problems: CD, flash drive or e-mail to teacher.

14.   Students are to obey the rules of conduct as set forth in the student/parent handbook.

15.   Failure to comply with the Acceptable Use Policy or Netiquette Guidelines will result in loss of school computer usage for a time period set by media director, teacher and/or principal.

16.   Use of personal technology and electronic devices during the school day (7:00-3:15) will result in the device being taken from the student and sent to the school office where the student may retrieve it at the end of the school day. Second offense of using it during the school day will result in only a parent/guardian being allowed to retrieve the device from the school office (see WCD policy for additional information),

17.   Students and their parents/guardians must sign and return the Acceptable Use Policy for students to have access to computers and the Internet after (date assigned by Media Director.)

Student Netiquette Guidelines

1.   Be polite. Any forms of communication or use that are harmful, vulgar, profane or non-Christian are not allowed.

2.   Print only after all editing has been done. Ask permission before printing off anything from the Internet, or a big presentation as used with PowerPoint, Hyperstudio, etc.

3.   Copyright and plagiarism laws will be followed and enforced at all times.

4.   Students are not to access any personal e-mail account or web page without teacher permission.

5.   Be personal safe. Do not share your name, phone number, address or e-mail to anyone on the Internet.

6.   You may bring suggestions for new web sites, which will be reviewed by the teacher and the media director and added to the school web page and/or bookmarks if appropriate.

7.   You may only use the Internet sites bookmarked on school web page or as approved on your account browser by a teacher.

8.   You may not use personal e-mail, chat rooms, social network sites or instant messenger, blogs or wikis. (Blogs and wikis may be used if developed with a teacher.)
9.   Tell an adult if something you see on the computer or classroom bothers you in any way.

STUDENT USE OF PERSONAL AND SCHOOL
WIRELESS COMMUNICATION DEVICES
AT BLESSED SACRAMENT SCHOOL

The use of wireless communication devices (WCDs) on school grounds must be appropriately regulated to protect students, staff, and the learning environment. The faculty and staff recognize that cellular phones and other personal wireless communication devices have become important tools through which parents communicate with their children. Wireless communication devices include, but are not limited to, cellular and wireless telephones, ipods, e-readers, Smartphones, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

USES

Students are permitted to possess personal WCD's on school property so long as the devices are not activated, used, displayed or visible during the instructional day or as otherwise directed by school rules or school personnel.

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication.   Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided that they supervise the students during such use.

During class instruction:
1. Students may use personal WCDs during classroom instructional time only as permitted by the classroom teacher.
2. Students will access the school's network through the approved networks only when available.
3. Students will completely charge personal devices prior to bringing them to school and operate them using battery power while at school. Students are not to charge WCDs while at school.
4. Students must have current virus protection software installed and agree to keep the software updated on a regular basis.

At all other times during school hours:
5. Students must have WCDs powered completely off (not just placed into vibrate or silent mode) and stored out of sight.
6. Students may use WCD's before and after school, at school-sponsored activities, including extended day and other after-school activities provided the use does not interfere with the activity and follows the directives of the school's administration. Students may be disciplined for disruptive or inappropriate behavior related to the possession or use of WCDs.

Prohibited Uses

Students may not:

1. Use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school.

2. Use WCDs at any time and/or place where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where use of a WCD is absolutely prohibited.

3. Use WCDs to capture, record, store, send, or transmit the spoken word or visual image (e.g., audio, video, text, or photographs) of any person, including other students or staff members at any time while on school property or at a school-sponsored event without express prior notice and explicit written consent. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted.

Services

Access to the school's network is available (not yet set up 9/13) but not guaranteed in all classrooms at all times. All communications made through the school's network is subject to filtering and monitoring. School staff will monitor student use of WCDs in the classroom. The school is not responsible for providing troubleshooting or technical support for personal WCDs.

Discipline or Consequences

Possession of a WCD by a student is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. School employees may immediately confiscate any personal wireless communication devices that are on, used, displayed or visible in violation of this policy.

The following factors should be considered when determining appropriate consequences: whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any ACS system policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

A student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reasonable grounds for suspecting that the search will provide evidence that the student has violated or is violating a law, ACS policy, the Code of Student Conduct or a school rule. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his or her wireless communication device. The scope of such searches must be reasonably related to the

objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.

Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. A student may lose his/her privilege to bring a WCD to school for a designated length of time.

Confiscated WCDs will be released/returned to the student's parent/guardian. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the school's central office until it is picked-up by the parent/guardian.

Liability

Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication. Students should record their device's serial number. Tracking software is recommended.

Loss of School Property – Students are responsible for the loss of computer devices, including any wireless devices that are assigned to them for any period of time. The student will be responsible for the replacement cost of the device if it is not found. Any equipment discovered missing or stolen must immediately be reported to the Media Center and if appropriate the nearest law enforcement agency. Every effort will be made to locate and recover the missing device.

School wireless devices check out policy and care

Students may check out a school WCD such as an iPad or Nook via the school library catalog system to be used in school only. Students may not take them home, each device must be returned to the Media Center or classroom teacher at the end of each school day. The student is responsible for its care during that school day.

Care

a. The WCD and all accessories may not be used at any time by anyone other than the student whom they are issued.

b. No writing, scratching, stickers etc. may be placed on the WCD case or accessories.

c. WCD's must always be in their school issued protective case. Alternative cases will not be allowed.

d. No food or drink may be consumed near the WCD. WCDs are not allowed in the cafeteria when food and drink are present.

e. Do not attempt to dismantle or repair the WCD; take it to the school Media Center

f. Do not attempt to hack or jailbreak the WCD.

g. Do not attempt to bypass, disable or uninstall security software installed on the WCD

Repairs

Any questions or repairs must be taken care of outside of class time. Report to the school Media Center for technical support or repair.

Each student needs to return this sheet to their classroom teacher

Students and their parents/guardians must sign and return the Acceptable Use Policy signature sheet for students to have access to computers and the Internet after September 26, 2014.

I have read or been read the Blessed Sacrament School Acceptable Use Policy and agree to use computers, Internet and other technology devices and tools in a way that is consistent with this policy. I understand that failure to do so may result in the loss of computer use and/or Internet access at school. I understand that the use of personal technology tools against said guidelines will result in them being taken from me.

Student Name (PRINT) _____

Student Signature

_____

Date _____

I have read the Blessed Sacrament School Acceptable Use Policy and understand the guidelines and rules that will be implemented concerning my child's use of technology in school.

Parent/Guardian Name (PRINT) _____

Parent/Guardian Signature

_____

My child has access to a computer or digital notebook with Internet capability at home in order to do homework, have access to a textbook as needed, or use an Internet site as assigned or suggested by a teacher.
_____**Yes**   _____**No**

Date_____

☐   Check this box if you **DO NOT** want your child to have access to the Internet and you understand that your child will need to complete the assignment using an alternative method.