

ST. ATHANASIOUS SCHOOL ACCEPTABLE USE POLICY AND AGREEMENT

Introduction:

St. Athanasius School recognizes that technology and electronic informational literacy skills are integral components of contemporary education. In order to prepare students to meet the state and national educational standards required to live and work successfully in the 21st century, St. Athanasius School provides access to available technology, to the school network, to the Internet, and to electronic communications for activities that comply with the stated educational mission, goals, and objectives of the School. The computer network, software, hardware, applications and Internet applications are provided to support the instructional, administrative, and informational needs of students, staff, parents/guardians, faculty, and administration. All use of technology is limited to furthering the educational and personal goals of users consistent with the mission of St. Athanasius School and its policies. Prior to gaining access to the available technology, every user must read, sign this agreement, and return it to their *Cohort teacher*. Students must also obtain a parent/guardian signature, agreeing to the terms of use.

Proper and Ethical Use:

All students, staff, parents, faculty, and administration must attend training regarding procedures, ethics, and security involving the use of technology before they will be allowed access.

Conditions and Rules for Use:

1. Acceptable Use The purpose of access to technology, including the Internet, is to facilitate communications in support of education and research by providing access to unique resources and the opportunity for collaborative work. All use must be in compliance with state and national telecommunication regulations. To remain an eligible user, your activities must support the educational purposes of St. Athanasius School, and must not be in violation of this Acceptable Use Policy.

2. Unacceptable Uses

- Users may not use St. Athanasius School technology to violate any local, state, or federal law, rule or regulation, or to engage in any illegal activity. Prohibited activities include using the St. Athanasius School network to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - profane, obscene, offensive, fraudulent, deceptive, misleading, harmful or objectionable language or graphics
 - materials that advocate violence or discrimination toward other people or *that may* constitute harassment or discrimination
 - defamatory information about a person or organization
 - viruses or other harmful or destructive files
- Use of school technology for political lobbying is not acceptable.
- Use of school technology resources for commercial activities is prohibited.

ST. ATHANASIUS SCHOOL ACCEPTABLE USE POLICY AND AGREEMENT

- Users may not engage in vandalism of the network, system, components, or data.
- Users will not use the St. A's technology system to violate copyright laws or usage licensing agreements, including downloading or exchanging of pirated software, music or movies or copying software- and will not plagiarize works they find on the internet.
- f. Users will not attempt to log in as another user, impersonate another user, or attempt to access another user's account.
- Users may not violate another's privacy rights or collect another person's personal information.

3. Privilege

- The use of school technology, including the Internet, is a privilege, not a right. Inappropriate or Unacceptable use of the school technology system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under local, state, or federal laws.
- Administration in consultation with the school technology coordinator will be the final determiner as to what is inappropriate/unacceptable use and the consequences for misuse, based on this policy and the standards and policies of St. Athanasius School. Decisions will be made on a case by case basis.
- St. Athanasius School can cancel or suspend use and access privileges for any reason in its sole discretion.

4. Authorization & Monitoring

- *Persons using St. Athanasius School's technology systems must be properly authorized.* The necessary authorization forms and agreements must be on file at the school prior to use of the system. Students under the age of 18 must have the signature of a parent or guardian for Internet or network use.
- All computers, hardware, and software and any and all work product or communication by any person using any of the St. Athanasius system is the Property of St. Athanasius School. St. Athanasius School reserves the right to read, review, evaluate, confiscate or otherwise determine the use and content of all hardware, software and any work product or communication on any part of the school network. This includes, but is not limited to email, unauthorized or authorized software, files, pictures, and other content the user created.
- For their own safety and to maintain the integrity of the system, students will only be allowed access to the technology system, including the Internet, when a school sponsored monitor is in the room.

5. Security

- Use of another individual's account (password) *is a security violation.* Attempts to log on as another user will result in cancellation of privileges and notification of the responsible

ST. ATHANASIUS SCHOOL ACCEPTABLE USE POLICY AND AGREEMENT

administrators. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to all or part of the network.

- Any breach in security where confidential records may have been accessed or secure information altered is a very serious problem and must be reported to the school technology coordinator immediately.
- You are responsible for safeguarding your user name and password. You may not share that information with any other person or allow any person to use your user name and password to access the system.
- Failure to report any security incident that you become aware of may result in the cancellation or suspension of your use and access privileges.

6. Network Etiquette All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite
- Use appropriate language
- Do not reveal personal information including your own address or phone number or that of other students, parents/guardians, staff, administration or faculty
- Do not engage in any *cyberbullying* behaviors such as harassing, insulting, attacking, or arguing with others on the Internet.
- Be aware that all communications are not private
- All communication and information accessible via the network should be assumed to be public property

7. No Warranties St. Athanasius School makes no warranties of any kind for the service it is providing. St. Athanasius School will make every effort to provide error-free, dependable access to the computing resources, including Internet, which will aid in its educational goals. However, St. Athanasius School cannot be held liable for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Use of any information obtained through the Internet is at the user's own risk. St. Athanasius School specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. All users need to consider the source of any information they obtain and consider how valid that information may be.

8. Encounter of Controversial Materials Users may encounter material that is controversial and which users, parents, teachers, or administrators may consider inappropriate or offensive. Using commercially available software, through education and this Acceptable Use agreement St. Athanasius School will make every effort to protect users from misuses and abuse as a result of their experiences with an information service. However, on a global network it is impossible to control effectively the content of the data and an industrious user may discover controversial material. It is the user's responsibility not to initiate access to such material. St. Athanasius School, its administration, faculty, and staff will not be held accountable for any harm or problems resulting from the misuse of technology, including the Internet. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately notify the classroom teacher, technology coordinator, or principal.

9. Zoom Calls – Remote learning

- Participants should dress like they would for a regular day at school. Uniforms should be worn by students. Exceptions to this are made if a teacher provides a theme, such as Pajama Day in early childhood.
- Participants should be at a desk or appropriate work station during the call.
- Students should be on-task and promote the engagement of their classmates. Students who are distracting their classmates may temporarily lose video and audio privileges in a Zoom class.
- Students' conversation, chat comments, and any other form of language are held to the same standards as a physical classroom. Disrespectful, unkind, or inappropriate language will not be allowed. Private chats in Zoom are disabled.
- Students visiting Office Hours with a teacher should not be in their bedroom.
- Students are being given unusual access to videos and images of classmates and teachers in an effort to support their learning. All students will be respectful and responsible:
- Students cannot repost images or videos of students or teachers to social media, including texts.
- Students cannot use images of other people, including classmates and teachers, as the alternate background feature.
- Any student who is found to have taken screenshots of teachers or classmates from Zoom calls will face consequences, including communication with school administrators and parents, loss of privileges of being included in St. A's Zoom calls, and more depending on the circumstances.

10. Applicability These policies apply to all users: guests, students, staff, parents/guardians, teachers, and administrators who access the technology supplied by St. Athanasius School.

- Every user will receive this policy, sign the policy agreement, and return the signed agreement to the school office before access to the *school's technology system* is allowed.
- Absence of a signed agreement on file will result in denied access to the St. Athanasius School technology system.

Any questions you might have regarding the St. Athanasius School Acceptable Use Policy should be directed to the school technology coordinator at tech@saintas.net.

Please complete, sign, and return the attached form indicating your acceptance of the terms of the St. Athanasius Acceptable Use policy.

Revised August 20, 2020

ST. ATHANASIUS SCHOOL ACCEPTABLE USE POLICY AND AGREEMENT

As a user of the St. Athanasius School technology system, I hereby agree to comply with all the Conditions and Rules for Use outlined in the St. Athanasius School Acceptable Use Policy. I also agree to report any instances of abuse of these conditions and rules, which I observe by others, to a teacher, or the school technology coordinator. I understand that violation of these conditions and rules may result in disciplinary action and/or the revoking of my privileges.

Name _____

Position _____ (*i.e. student*, teacher, staff, parent, guest*, administrator*)

Signature _____

Date _____

If user is a minor* under the age of 18, a parent or guardian must complete the section below.

As the parent or guardian of this student, I have read the Acceptable Use Policy and discussed it with my child. I understand that access to the school's technology system is intended for educational purposes. I recognize that it is impossible for the St. Athanasius School to restrict access to controversial material, and I will not hold them responsible for material acquired on the Internet. I also assume responsibility for any damages to the school's technology system caused by my child.

Parent or Guardian Name _____

Signature _____

Date _____