



## SAINT LEO THE GREAT CATHOLIC SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY

### **Purpose:**

This policy is intended to provide students and parents with knowledge of the parameters for acceptable and legal use of computers, hardware, and software accessed within the school and personal devices brought by the student. Personal technological devices include but are not limited to, any Wi-Fi-capable mobile device, including laptop computers, tablets, display boards, smartphones, smartwatches, and more.

Students who are accessing the school's technology, or who bring their own, must use it in accordance with these established guidelines for the purpose of learning. The school will monitor technological activities that take place on campus during the school day including logging in, website access, bandwidth, and network use.

Computers are a valuable tool for education at Saint Leo the Great Elementary School; the faculty/staff encourage the proper use of computer-related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. No student can use the Internet without this agreement signed and on file with the school office.

### **Goals:**

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.
- To enable students to work effectively with various computer/communication technology
- To encourage critical thinking and problem-solving skills which will be needed in our electronic and global society.

**Responsibilities of User:** Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With the right of access comes the responsibility to use the source both correctly and wisely. Saint Leo the Great School students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense, and good taste in selecting sites and material from the Internet. Saint Leo the Great School has implemented web



filter(s) to monitor and filter inappropriate Internet sites. In addition, teachers will make every reasonable effort to monitor Internet sites used in the classroom but ultimately, it is the responsibility of each user to monitor his/her use of technology resources. All students will respect the teacher's time and professionalism by supporting the same positive approach.

### **General Guidelines for Use of the Internet:**

- The use of the Internet is a privilege, not a right, and inappropriate use will cancel those privileges. The faculty member in charge or principal will deem what is appropriate use and his or her decision is final.
- All students within the building using a school-issued device must connect to our own Wi-Fi as directed. Any student who accesses material on their school-issued device, which is blocked by our system, will be in breach of the SLTG acceptable use policy and will be referred to the Administration.
- Computers are to be used only for the purpose of academic or other authorized activities.
- All users are required to take simple Internet training (how to sign on, log off, etc.) from a teacher.
- Teachers will instruct students in proper online behavior as appropriate. Including but not limited to, interaction with other individuals on social networking websites, chats, and cyberbullying awareness and appropriate response.
- The principal, faculty, and information technology director have the right to monitor and judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of necessary supervision or access.
- Any attempt to go around system security, (hacking or any unauthorized activity) guessing passwords or in any way gaining access to secured resources is forbidden and may result in the loss of Internet privileges.
- Use of proxy sites or other means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify, or attach external devices to the systems with the exception of a mouse, monitor, keyboard or device requested by teacher/staff to their school-issued device.
- Students are prohibited from accessing faculty, and staff computers, as well as school file servers, for any reason.



- Use of the Internet for commercial gains or profits is not allowed from a school-issued device or account.
- Student school email may be used in correspondence with those outside the Saint Leo the Great domain when required by a teacher or administrator. Personal use of school email for any reason to any person is prohibited.
- No student is allowed to participate in chats or comment on a post unless directed to do so by a teacher or administrator. Staff and other adult users are likewise asked to avoid chats and posts when using the school's computer or employment-issued services.
- Deliberate spreading of a virus by any means is strictly forbidden.
- Saint Leo the Great respects the privacy of every student with respect to stored files and e-mail accounts. However, the school administration maintains the right to search these files in order to investigate suspected inappropriate behavior.
- Use of email or Internet sites to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to or from Saint Leo the Great School without the express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Students may not: make phone calls, watch, or listen to anything outside the required instruction plan unless directed to do so by the teacher or proctor responsible for the student at that time.
- Students who use technology to complete assignments are expected to hand all assignments in on time, even if technology issues arise. Students are encouraged to always have a backup plan and hard copy. SLTG acknowledges that problems may arise with the use of technology that is out of the student's control. These issues will be handled on a case-by-case basis and at the discretion of the classroom teacher.
- Students may not use personal devices during the school day unless directed to do so by a teacher. If a student is found with a device on his/her person, it will be confiscated and turned into the office. Students are free to use personal devices any time before entering the school building for the day and any time after 3:30 PM.
- The school takes no responsibility for lost or stolen personal devices. Thefts of property will be investigated and reported to the proper authorities.
- Additional rules and restrictions may be added at any time.



### **Internet:**

Saint Leo the Great School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

*The Internet is a public forum with unrestricted access. For this reason, the schools in the Diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the Diocese.*

### **Computer Use Rules:**

1. Protect privacy. For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. Research honestly. Consider that all work on the Internet is copyrighted. Students will not plagiarize the works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited. All sources for research taken from the Internet for projects must be documented correctly. Copyrighted material that is not cited in any student's work will be deemed as plagiarism and disciplined accordingly.
3. Respect life. Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. Respect property. Students will not abuse, either physically or otherwise, any device or account provided to them by SLTG.

### **Sanctions:**



1. Access to and use of the student's devices and electronic accounts are considered a privilege. Saint Leo the Great Catholic School maintains the right to terminate the access and use of their Google account when there is reason to believe that violations of law or diocesan policies have occurred. The alleged violation will be directed to the building principal and addressed according to the procedures outlined in the calendar handbook.
2. Any student who violates the acceptable use policy will be referred to the administration. Consequences for inappropriate use may include detention, suspension, and/or loss of privileges.
3. Disciplinary or legal action may be taken by the school or other interested parties.

### **Legal issues:**

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law:

“. . . it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) . . .” “. . . Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)(a)(2) and (3) . . .”

### **Internet Safety Rules for Minors**

- Don't give out information about yourself like your last name, phone number, address, or school — without asking your parents first.
- Never e-mail a picture of yourself to strangers.
- Be suspicious of those who want to know too much. There's no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
- Avoid chats, postings, or discussion areas that look sketchy or provocative, and don't let people online trick you into thinking of them as real-life friends if you've



never met them in person. If somebody says something to you that makes you uncomfortable or if somebody sends you something or you see something that makes you uncomfortable, don't look around or explore: Get your parents instead — they know what to do.

- Making plans to meet your Internet buddies in real life is usually a bad idea. If you decide to do it anyway, have your parents help make the plans and go with you.
- Don't open up e-mails, files, or Web pages that you get from people you don't know or trust. The same goes for links or URLs that look suspicious — don't click on them.
- Don't give out your password, except to responsible adults in your family.
- Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
- Talk with your parents about alternative sites that may be appropriate for you.

## **Google for Education**

Google for Education provides a suite of tools designed to enhance teaching and learning, including Google Gmail, Classroom, Docs, and Meet, which facilitate collaboration and communication among students and educators. Additional Google products may be added throughout the year. Students are not permitted to use Google Chat. Students will be assigned Google accounts for this purpose, generally starting in 4<sup>th</sup> grade. All stored work will be accessible from home, school, and anywhere there is an Internet connection. Google accounts are not to be used for personal use. The email naming convention for a Google account at SLTG is:

firstinitiallastname<sup>last</sup>twodigitsofyeargraduating8thgrade.@stleoschool.org  
([i.e.jsmith29@stleoschool.org](mailto:i.e.jsmith29@stleoschool.org))

## **Hallow**

Hallow is a prayer and meditation app that combines the peace and stillness of meditation with the spiritual growth of contemplative prayer. It features thousands of sessions of audio-guided prayers. Hallow is rooted in the tradition of the Catholic Church but has been built to welcome users of all backgrounds.

## **Students Involved in 1:1 Chromebook Initiative**



## Student Pledge for Chromebook Use; The 17 Commandments

1. I will take care of my Chromebook.
2. I will never leave the Chromebook unattended.
3. I will never loan out my Chromebook to other individuals.
4. I will know where my Chromebook is at all times.
5. I will charge my Chromebook's battery daily at home before the start of every school day.
6. I will keep food and beverages away from my Chromebook since they may cause damage to the device.
7. I will not disassemble any part of my Chromebook or attempt any repairs.
8. I will not deface the serial number or any part of any Chromebook.
9. I will not play games on any Chromebook.
10. I will not put stickers, tape, or other sticky items on any Chromebook.
11. I will ask a teacher or staff member for help when I discover a problem or damage to my Chromebook.
12. I understand that my Chromebook is subject to inspection at any time without notice and remains the property of Saint Leo the Great School.
- 13. I will follow the policies outlined in the 1:1 Chromebook Handbook, the Acceptable Use of Technology Policy, and all applicable Diocesan policies while at school, as well as outside the school day.**
14. I will be responsible for all damage caused by neglect or abuse or lost items.
15. I agree to return the school's Chromebook and power cords in good working condition.
16. I understand that a non-functioning Chromebook is not an excuse for a lack of participation in class or failure to complete assigned work.
17. I will be a Christian, proactive digital citizen when using my Chromebook.

## Norms for Distance Learning

1. Sit up during class time, no lying down.
2. The student's face should be visible at all times and immediately recognizable.
3. Students should use their real names.
4. Students should dress in school uniform.



5. All classes will start on time, and students should be punctual. Attendance will be taken.
6. Cameras are to be on at all times unless the teacher instructs a student to turn it off.
7. Use your school-issued computer for all distance learning classes. Do not share computers.
8. Mute your microphone if you are not talking.
9. All chat messages must be relevant to the class lesson.
10. Do not ask anyone to join the class without the teacher's permission.
11. Do not share links with anyone that is not in your class.
12. Have all other electronic devices turned off during class and stored in another room.