

STUDENT INTERNET, E-MAIL AND OTHER TECHNOLOGY USE

A. INTERNET, E-MAIL AND OTHER TECHNOLOGY

All schools allowing students to have access to the Internet, e-mail and other technology are to have a written policy regarding usage in their student and parent handbooks. This policy is to include at least the following:

- 1. Internet, e-mail and other technology access and use in school is a privilege, not a right.*
- 2. The use is always to be consistent with Catholic teaching, doctrine, morality and values.*
- 3. Users shall not use the Internet, e-mail or other technology for the purpose of transmitting or receiving illegal, illicit or obscene materials, or other materials in conflict with our Christian mission.*
- 4. Users shall not use the Internet, e-mail or other technology for the purpose of violating copyright law. This includes, but is not limited to, copyrighted software, text, graphics or music. Such action will be considered theft and is in violation of Christian and legal standards.*
- 5. Users shall not use the Internet, e-mail or other technology for the purpose of plagiarism.*
- 6. Users shall not attempt to gain access to resources belonging to others. This includes, but is not limited to: passwords, e-mail, personal files, and restricted or secure Internet sites. This will also be considered theft and in violation of Christian and legal standards.*
- 7. Users shall not use the Internet, e-mail or other technology to transmit information about the school or the school-governed facilities, other their own e-mail address. This includes, but is not limited to, school personnel names and addresses.*
- 8. The school reserves the right to review any materials (e-mail, files, other correspondence) sent or received via the Internet, e-mail or other technology for their appropriateness in light of legal, ethical and Christian standards.*
- 9. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action.*
- 10. The privilege of the Internet, e-mail or other technology use can be suspended or revoked at any time.*
- 11. All technology resources are considered the property of the school. Hardware may be changed, exchanged or traded between buildings. Teachers/staff will be notified of any changes as soon as possible.*
- 12. Electronic resources provided for home access are for the exclusive use of Columbia Catholic School students and their families, staff, school board members and Technology Committee members.*
- 13. No user is to install software, audio or video media without prior approval from school administrators and the network manager.*
- 14. Authorized users may use the technology resources outside of regular school hours for reasonable, incidental personal purposes as long as the use does not violate any provision of school licenses or hinder the use of technology resources by students, or waste the school's resources. Any use that jeopardizes the safety, security or usefulness of the school's technology (e.g. inappropriate or pornographic sites, sites which could allow access to viruses and/or hackers) is considered unreasonable. This statement includes employees.*
- 15. A user is not to access fee services on the Internet (purchases, game sites,*

- downloads). The user is entirely responsible for costs incurred by violation of this rule.
16. Any unauthorized, deliberate or negligent action that damages or disrupts technology, alters its normal performance, or causes it to malfunction is prohibited. All damages incurred due to the misuse of the school's technology will be charged to the user.
 17. All users shall immediately report any security problems or misuse of the school's technology resources to a teacher or administrator.
 18. Research and Observation (DSP 6480): Written permission from the parents/guardians and the superintendent of Catholic schools as well as approval of the school administrator/principal is required before any faculty member may provide student data to or allow observation of students by anyone conducting research, or for videotaping students for purposes of improving instruction.

B. CELL PHONE AND PALM-HELD COMPUTER POLICY

Students are only allowed to bring personal palm-held computers to school with the permission of the classroom teacher for approved classroom use only.

Students are not to use cell phones at school. Phones are to be turned off during school hours including After School Child Care. If a student needs to contact his/her parents during the day, he/she can obtain permission from his/her teacher to use the phone in the main office of the school. The cell phone number for the After School Child Care director is given to the parents of all students who attend After School Child Care. Parents of students attending After School Child Care who need to make contact with their child(ren) can directly call the After School Child Care director's cell phone or the main school phone.

Students violating this policy will have their phones confiscated and given to the principal. Parents may pick up the cell phone from the principal. For a second violation, cell phones will be confiscated and kept with the principal for the remainder of the semester and can be retrieved from the principal on either the last day before Christmas break (for first semester) or on the last day of school (for second semester).

TECHNOLOGY USAGE
(Student/Parent Technology Agreement)

For Student

- I have read the attached Columbia Catholic School's Technology Use Policy (also found in the school handbook). I agree to follow all of the rules. I understand that, if I break any of the rules or misuse the technology resources, I may lose the privilege of using the resources either for a short time or for the entire school year. I also understand that I will have to pay for any damage that I cause.

- I understand that my use of the technology resources is not private. I understand that school officials may read, delete or change any of my files.

Student Name (PLEASE PRINT) Grade/Class

Signature of Student Date
(must be signed by student; first and last name in cursive. Students in Grades K-2 may print.)

Student Name (PLEASE PRINT) Grade/Class

Signature of Student Date

Student Name (PLEASE PRINT) Grade/Class

Signature of Student Date

Student Name (PLEASE PRINT) Grade/Class

Signature of Student Date

Student Name (PLEASE PRINT) Grade/Class

Signature of Student Date

Parent signature required on the back of this form!

For Parents(s)

- I have read the attached Columbia Catholic School's Technology Use policy (also found in school handbook) and explained it to my child. I understand that violation of these provisions may result in disciplinary action taken against my child, including but not limited to suspension or revocation of my child's access to the school's technology resources.

- I understand that my child's technology usage is not private and that the school will monitor my child's use of technology resources. I consent to the school's interception of or access to all communications sent, received or stored by my child using the school's technology resources.

- I agree to be responsible for any unauthorized costs arising from my child's use of the school's technology resources. I agree to be responsible for any damages incurred by my child.

Parent Name(s) (PLEASE PRINT) Date

Signatures of Parent(s) Date