

**Diocese of Allentown
St. Theresa School Hellertown, PA 18055
Acceptable Use Policy
For**

All Use of any form of digital technology (hardware and/or software) in the school, the Internet, Wired and Wireless Networks, Electronic Information and Communication anywhere on the school or Parish Property.

ACCEPTABLE USE POLICY REVISION FOR THE 2019-2020 SCHOOL YEAR.

Acceptable Use Policy General Information

Due to the complex nature of this contractual document between all technology users within the school; staff, students, parents, volunteers, outside contractors, IU staff, Parish staff, etc.; the following summary is intended to highlight the key points of this document.

- **This policy has been designed to provide for the safe, effective, and appropriate use of all personal and school technology on school property for the educational benefit of the students learning, assisting with staff, parent, and volunteer communication, and promoting community with all school and parish stakeholders.**
- **By Diocesan and Federal Legal Requirements we are required to update this policy annually based on the technology available in the school.**
- **There is a two week grace period from the opening day of school in which all persons intending to use any digital technology in the school whether it be personal technology, owned by a third party, or school owned technology must sign this document before being permitted to use digital technology within the school. Staff is responsible for overseeing all use of technology by students during that two week grace period.**
- **All parents of students in the school will be given a copy of this document to sign and return on behalf of themselves (if they intend to use digital technology in the school) and their children who are attending this school. Due to changes in the Federal Law governing Internet Safety for children under 15 years of age, no Middle School Student may sign this document independently of their parents.**
- **If a parent chooses not to sign this document then that student will not be allowed to use either their personal and/or school technology at any time during the school year on school or parish premises.**
- **Parents may not in anyway alter the contents of this document or selectively agree to only parts of the document. This contract is considered complete in**

its entirety and can only be changed or modified by the Principal and the Parish Priest who must approve this document on an annual basis.

- **All school technology is to be treated with respect and proper handling. Accidents do happen, so if equipment is damaged all damage needs to be reported immediately to the school principal. If the damage was accidental, the student will not be held responsible. If the damage was due to improper handling or deliberate disregard for proper use, then the parent of the student will be responsible for all repair, shipping, and /or replacement costs for the damaged property.**
- **Use of the Internet is to be done using only school approved applications and search tools, and will be done using educator curated content whenever possible.**
- **Respect for others and appropriate use of language and cultural awareness when doing Internet or classroom based collaborations or WEBinars are required for participation in these activities.**
- **Use of school or personal technology for the purpose of capturing images or videos of school activities may only be done with the approval of the principal and the appropriate school faculty. At no time may school or personal technology be used on school property to capture images or videos of any student or staff member who have forbidden the use of their image in writing. Any off-site photography must generally be approved in writing as part of a field trip approval form or part of a requirement to participate in an off-site competition.**
- **Use of personal technology is permitted in the school only as part of a school required activity. These activities must be approved by the principal and the appropriate faculty member. Students must keep personal technology in a secure locked book bag or locker when not using their devices for approved activities. In the event of a school emergency students and staff may take their personal devices with them in order to facilitate emergency communications as needed, but may only use these devices when the Principal or designated Emergency Personnel give the approval for students or teachers to use their personal devices.**
- **The use of Personal Technology outside of normal school hours, on school property, is governed by the following:**
 - **Prior to the start of school students may use personal technology to complete school assignments, to read an eBook, or to practice educational skills using educational software.**
 - **At the end of the school day students may use personal technology to contact parents in the event of a transportation delay or other emergency,**

and may use these devices in the Extended care environment to work on a school assignment, read an eBook, or practice educational skills using educational software.

- **No personal technology may be used during any testing unless it is part of a required Assistive Technology strategy that is required by an IEP or SIT document. *NOTE: Assistive Technology is not considered personal technology since it is usually supplied by the Intermediate Unit or in some cases the school. If a parent has purchased the Assistive Technology that must be noted in the IEP Or SIT document to insure staff understanding that it is a part of the required tools for learning for that student.***
- ***All Assistive Technology is to be used by the student for all activities as needed during the school day and the student is permitted to take this technology home to do any assignments given by the faculty to that student.***
- ***The Assistive Technology may also be used to record teacher lecture content, take photos of content posted to a blackboard or whiteboard in the classroom, take photos of assignments, or dictate written assignments or take tests as needed.***
- **At no time may a student use personal or school provided technology to copy the work of another student or copy the work of anyone else that has been protected by copyright, trademark, or patent. All plagiarism will result in a failing grade for the assignment.**
- **At no time is a student or faculty member to attempt to alter, corrupt, or delete school data, content, operating system, or application software.**

Other Specific Provisions of the Acceptable Use Policy

- **School or Personal Technology used within the school may not use Proxy Servers, Virtual Private Networks, or other available software tools to evade the Content Filtering Service that this school is required to use by Federal Law to protect the safety of all school community members.**
- **School or Personal Technology may not be used for commercial purposes unless that activity is approved by the Pastor, Principal and Director of Advancement. That activity must provide direct benefit to the school and not be used for personal gain. Students may be assigned a project, using school technology, that includes teaching them entrepreneurial skills as part of their career and college readiness training, but any funds earned in these assigned projects must return to the school.**

- **Students are requested not to share any personal information when using technology when working on the Internet. Where account setup may be required to use an application, only the student's parents may setup this account unless this application is part of the school's G-Suite and Google Classroom applications set. If the Diocese provides application software that requires student account setup the faculty of the school will be permitted to set up these accounts since the software is actually owned by the Diocese. Teachers are encouraged to use software that does not required account setup for the students whenever possible.**
- **Students may wear personal smart-watches and/or fitness watches in school. However these may not be worn during testing. These devices may also be used during gym classes to track improvements in personal fitness and their use for the purpose should be shared with the school's gym teacher so she can help track that progress as well.**
- **Students may use headphones or ear-buds when using school or personal technology in the school. If students need to borrow school supplied headphones due to damage to their personal ear-buds or headphones, the school owned devices must remain in the classroom from which they were borrowed and cannot be taken to other classrooms. Borrowing school headphones is only to be done when there is some type of damage to the student's personal headphones or ear-buds, since all students are required to have their own headphones or ear-buds. Parents should remind their children to regularly clean the ear-buds or headphones to help prevent ear infections. We also encourage students to never set headphone or sound volume above 50% unless they have a hearing loss that requires greater amplification to prevent injury to the inner ear structures from excessive loud noise.**
- **Augmented Reality and Virtual Reality Content use in the school will be managed by the classroom teacher. Some Virtual Reality technology is available for use in the school but this is currently of a limited nature, so teachers must decide how such content will be used in their classrooms. With the advent of more Augmented Reality content being a part of standard textbook materials teachers will need to assist students with the use of this content using the mobile devices available in the classroom and/or personal technology that students may have available that will interface with these text materials. Parents are advised that this type of enhanced educational content will be more prevalent in all school settings around the country as textbook publishers seek to create more dynamic content for teacher and student use.**

- **Teachers, contracted staff, outside providers, and volunteers using any technology in the school must be properly trained in the use of this technology before being permitted to use it.**
- **Technology users within the school may not copy any software owned by the school and / or content developed by school personnel.**
- **If a teacher wishes to share content with other school personnel they may do so at their own discretion. Any content created by a teacher that is left on a school technology device when that staff members leaves their employment with the school is the property of the school and may be dealt with in accordance with specific instructions from the school principal.**
- **At no time may any digital content of an administrative nature be deleted from any of the school owned computer systems without specific approval of the School Principal and the Parish Priest. All Federal eRate documentation for the school both digital and in print is required by Federal Law to be retained for a period of not less than seven years.**
- **The content of the school's LMS System (OptionC) is owned by the school and the content provider (OptionC). Access to information on the LMS system is provided to all current parents with enrolled students, contracted employees, all approved outside agency staff, school, parish, and convent staff via special individual secure logins. This login information is not to be shared with persons not on the approved access list at any time. Only the approved OptionC administrators for the school can make any changes in the LMS system and only with the approval of the Diocese of Allentown Department of Education and the OptionC staff. The OptionC school administrators are responsible for overseeing all use of the OptionC LMS system at the school. Efforts to decrypt passwords for the LMS system are prohibited, if a new password is needed due to a lost password, a request must be made to a school OptionC administrator.**
- **Any effort to introduce a virus or other malware to the school's technology is prohibited. All personal technology used in the school must be equipped with malware protection before being used in the school. The school uses malware protection via its content filtering service as well as its server environment for all school owned technology.**
- **Any effort to tamper with the school's keyless entry system and/or blocking images from the security cameras is prohibited. Any efforts to hack or block the security system via a WiFi or other wireless attack are also prohibited.**
- **Email use in the school is confined to school created accounts accept for approved outside contractors. If a personal device is in use in the school, no personal email may be used on that device in the school. Please remember**

that as part of the 2001 Patriot Act, Email in the United States is no longer private. All email is the property of the email provider and must be retained and available for inspection by Federal, State, and Local Law enforcement officials where a proper subpoena for those records has been filed.

Companies owning their own email servers may view email on that server at anytime without the necessity of a legal subpoena. This means that our school email hosted on Big Pixel's servers can actually be viewed by Big Pixel staff at any time. This also means that all school email communications should be of a professional communication nature only.

- Texting is prohibited on school grounds except by school staff and only for school communications only.**
- Social Media and other Media Account Use in the school will be guided by all FCC regulations regarding appropriate age levels for holding social media accounts. Since the majority of our students do not meet those requirements and none will be eligible under the new FCC regulations coming out in 2020, only school staff may use social media and post to approved school social media sites. When an educational collaboration requires the use of social media support for Question and Answer Participation such as the use of Twitter or other back-channel tools, only the teacher will be permitted to post to these required sites during the collaboration. The teacher may solicit questions or comments from the students to post during the collaboration but the teacher is responsible for the appropriateness of the content. Video Media content where accounts or subscriptions may be required for use can only be used by teachers in the classroom and must be curated prior to use by the teacher to make sure these do not contain content that would in anyway disrespect others, or pose a danger or potential harm to others.**
- Teachers may not use personal Social Media accounts to communicate with parents while in the employment of the school. Parents may not request teachers as friends on Social Media while that teacher is employed by the school.**
- Teachers using parent/student/teacher communication tools such as Classdojo, Bloomz, or SeeSaw may use these tools only to communicate daily progress of a positive nature, brief snapshots of student activities, and assignment information. All communication regarding any student achievement issues, or other instructional concerns must use the formal school performance or disciplinary notification documents and or the school's digital progress reports that are part of the LMS system. Due to recent nationwide concerns about data collection of information on children by Cloud Services providers all of the above type communication accounts on**

students in the classrooms must be purged by teachers at the end of each school year.

- **Mobile Device Content Data Storage in this school is done either via cloud services attached to that device and/or can be stored on a flash drive or USB attached external hard drive. Cloud Services storage is associated directly with the account used by the student or teacher on the mobile device in the case of the Chromebooks or laptops used in the school. Cloud Services storage on the iPad and Android Tablets in the school goes to a School Created Data Storage repository and is not associated with specific students using the device. The use of Flash drives or External Hard Drives is the sole responsibility of the staff member or student using those devices. These will not be provided by the school except for administrative computer systems where backup is required. Students or staff using flash drives or external hard drives should not use any device that has some type of special character or unusual USB connector since the school's devices only have standard USB 1.0 , 2.0 , and 3.0 connections and microUSB connections and cannot accept these special types of hardware.**
- **Digital Interactive Display Panels and Digital Message Boards in the school:**
 - **The Digital Interactive Display panels for classroom and Friendship Hall use are only to be used by trained staff and students trained specifically in their use. The classroom devices may be transported between classrooms but only with teacher supervision. The Device in Friendship Hall may not be transported or removed from the stage area at any time without appropriately trained staff engaged in its transportation.**
 - **Digital Message Boards will be available in the Main School Hallway for Grades K,1, and 2, Friendship Hall, and outside of the Main School Office. Additional Display boards may be added to the PreK Classroom areas. The content posted on these boards is only to be created by trained school personnel and reviewed by the school principal before being displayed for the school community. Message Board Content can include information regarding Parish activities as well as School Activities.**
- **As new hardware and software becomes available in the school this Acceptable Use Policy may be amended to reflect that new technology.**
- **Questions or Concerns regarding this policy should be referred to the school principal and the Pastor of St. Theresa Parish.**

CONSEQUENCES FOR VIOLATIONS OF THE ACCEPTABLE USE POLICY

There are specific consequences for violations of the provisions of this contract. They are as follows:

- **First Offense – Verbal and written warnings, notification to the parents, and suspension of use of technology for the remainder of the school day on the date of the infraction.**
- **Second Offense – Verbal and Written warnings, notification to the parents and suspension of the use of technology for a full school week.**
- **Third Offense – Verbal and Written warning, meeting with the parents, and loss of use of technology in the school for the remainder of the trimester in which the infraction occurs.**
- **Fourth Offense – Verbal and written warnings, meeting with the parents, and loss of the use of technology for the remainder of the school year.**
- **NOTE: If the offense occurs while using a personal device rather than a school device, the device will be confiscated and held in the Principal's office until the end of the school day when it may be picked up by the parent of the student. If a third or fourth offense is reached the personal device will not be permitted on school property during the time of device use suspension.**
- ***Special Consequences that go beyond this document that are required by existing Federal, State, and Local Statues:***
 - **Any person who uses personal or school technology to cyberbully, slander, libel, or otherwise, harass, deride, or degrade another individual in the the school will be referred to the appropriate legal authorities to address these matters. The school also participates in the SAFE TO SAY required state program for reporting any suspected threats against the school, its staff, or students, as well as suicide prevention reporting. These reports are investigated by State authorities and all matters are handled by the assigned state and local investigators. Any consequences as a result of a Safe To Say investigation whether true reporting or false reporting are handled by the assigned state and local authorities and not by school personnel.**

I _____

have read the above Acceptable Policy information and agree to abide by its provisions. By agreeing to his Policy I understand that I (if signing on my own behalf) or my children(if signing on their behalf) or both will be held to the terms and conditions of this policy. This policy is part of the official School Handbook for all parents, students, volunteers, staff, outside contractors and parish members using the school facilities and equipment.

Signature of Person signing this policy agreement:

Date: _____

Status or Position: (Please check below)

Parent: _____

Student(s) Names: _____

Volunteer : _____

Staff/Faculty: _____

Outside Contractor : _____

Parishoner/Convent or Rectory Staff: _____