



TRADITION.
INNOVATION.
EXCELLENCE.

ACCEPTABLE USE OF INTERNET AND TECHNOLOGY RESOURCES POLICY

This form must be completed prior to the beginning of each school year. Each student and parent must review and sign this policy in order to be able to use computers, iPads, and other technology while attending Providence Heights Alpha School. Please return the **signature page only** to the Alpha School front office. The policy should be retained for your records.

1. Purpose

The Providence Heights Alpha School (henceforth: “the School”) administration advocates for the use of the Internet, email, the School networks, and School-owned hardware (i.e. tablets and computers) to facilitate research, provide access to information, and enhance curriculum. Therefore, these technologies shall be used ethically, responsibly, and in accordance with the policies as stated below.

2. Scope

Any School-owned hardware should be used in accordance with the policy as listed. This usage extends to any School-owned devices, whether on School property or off of School property.

For guidelines related to student-owned devices used at the School, please see section 11 below.

3. Responsibility

The use of the School networks, hardware, and facilities shall be consistent with the curriculum adopted by the School as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement of the content by the School, nor does the School guarantee the accuracy of information received on the Internet. The School shall not be responsible for any information that is retrieved via the Internet or any information that may be lost, damaged, or unavailable when using the School networks.

The School shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

The School reserves the right to restrict or prevent access via its networks and School-owned technologies to sources or sites -- including filtering software or services -- that the School deems inappropriate. Additionally, the School reserves the right to log network use, monitor fileserver space, and view content utilized by School users. Said users should have no

expectation of privacy with respect to files, email, or Internet usage, as the School may access or review these at any time.

The administration establishes that the use of the Internet, email, and the School's networks is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and disciplinary action.

4. Delegation of Responsibility

The School shall make every effort to ensure that the School's networks are used responsibly and as an educational resource by students, staff, and network guests.

Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify age appropriate information, and to evaluate and use the information to meet their educational goals.

Students, staff, and network guests have the responsibility to respect the rights of every other user in the School and on the Internet.

5. Guidelines

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with School policy and the School Principal's standard for acceptable behavior, in addition to accepted rules of network etiquette, community standards and federal and state law. Without limiting the general scope of this standard, the following uses are specifically prohibited:

- a. Facilitating illegal activity.
- b. Commercial or for-profit purposes.
- c. Product advertisement or political lobbying.
- d. Bullying / Cyber bullying.
- e. Hate mail, discriminatory remarks, and offensive or inflammatory communication including but not limited to ethnic slurs, racial epithets, or anything that could be reasonably construed as harassment or disparagement of others based upon race, national origin, sex, age, disability or religious beliefs.
- f. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- g. Accessing, transmitting, or creating materials, images or photographs that are obscene, pornographic, lewd or harmful to minors, as defined by the Children's Internet Protection Act h.
Inappropriate language or profanity.
- i. Transmission of material likely to be offensive or objectionable to recipients.
- j. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
- k. Impersonation of another user, anonymity, and pseudonyms.
- l. Unauthorized disclosure or dissemination of another person's personal information, including address of residence, telephone number, email address, photograph, password, etc.
- m. Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- n. Loading or using unauthorized games, programs, files, or other electronic media.

- o. Disruption of the work of other users.
- p. Destruction, modification, or abuse of networks, hardware, software and files, including the uploading or creation of computer viruses.
- q. Deliberate wasting of network resources, such as unnecessary or frivolous traffic, placing a program in an endless loop, excessive printing, etc.
- r. Dissemination of chain letters or similar materials encouraging such messages to be further disseminated to multiple recipients.
- s. Gambling.

6. Consequences For Inappropriate Use

Inappropriate use of the networks may result in suspension or cancellation of network privileges or in disciplinary action as deemed appropriate by the School administration. The end user shall be responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts.

The School will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the School's computer system.

7. Monitoring

The School reserves the right to intercept, monitor and access any material or information accessed, created or placed on the School's networks, including personal and electronic mail files, and to dispose of any material or information contained therein without prior notice. The School further reserves the right to monitor online activities and review, record or log use. Persons using the School's networks should have no expectation of privacy regarding its usage. The School reserves the right to suspend access at any time, without notice, for technical reasons, possible policy violations, security or other concerns at its sole discretion.

8. Software Usage

Users of the School networks are to use software strictly in accordance with applicable license agreements. Unless otherwise provided in the license, the duplication of copyrighted software (except for backup and archival purposes by designated School personnel) is a violation of copyright law and this policy.

9. Copyright

Any data uploaded to or downloaded from the networks shall be subject to "fair use" guidelines.

10. Security

School computers are configured to access Alpha networks, and changing of these configurations, such as adding or deleting software, altering desktops, screen savers, or changing settings, is prohibited. Users shall not make any changes to School devices without consulting a technology staff member.

Additionally, devices are protected through the use of passwords and thus passwords are not to be shared.

11. Use of School Distributed Technology Resources (SDTR)

- a. SDTR are foremost an educational device and should be used as such. Therefore, personal use of the device should be limited during School hours.
- b. Be a responsible and caring digital citizen; please use all social media wisely and with caution.
- c. Always be a Provident Person while using the SDTR.
- d. Take care with food and drink near the SDTR; keep the device clean.
- e. Keep SDTR secure by always using the supplied case.
- f. Electronic Images and Photographs - The taking, storing, disseminating, transferring, viewing or sharing of obscene, pornographic or lewd images, photographs or messages, whether by electronic data transfer or other means, including, but not limited to, texting and emailing, is prohibited. Access to social media accounts is strictly prohibited.
- g. If students are outside the classroom with devices, they must have a signed and dated media pass given to them by a teacher, which will be turned in at the end of the period.
- h. Use of the SDTR to delete, obtain, modify files or passwords belonging to other users is strictly prohibited.

12. Use of Student Owned Technology Resources (SOTR)

Students are not required to have a personal device for School use. If a student chooses to bring a device to School, students must abide by the policies. The School shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. Additionally, the School is not responsible for stolen, lost, or damaged devices.

- a. Students using devices must use them in accordance with the Provident Person guidelines.
- b. Teachers will monitor use of devices in the classroom.
- c. Devices are not to be used for non-instructional purposes, such as personal phone calls, text messaging (including images), or app usage.
- d. Students are not permitted to use the devices to take pictures or record video or audio during the School day or extended School day, unless authorized by a teacher for academic purposes.
- e. If students are outside the classroom with devices, they must carry and display a signed and dated media pass authorized by a teacher. The media pass shall be returned to the authorizing teacher before the end of the period.
- f. If the School suspects inappropriate usage of SOTR, the device will be taken and parents will be contacted.
- g. Printing from personal devices is prohibited.
- h. Access or posting to all social media accounts is prohibited.

13. Social Media Acceptable Use Policy

Providence Heights Alpha School is committed to providing a safe and secure learning and working environment for its students, employees and community. The Providence Heights Alpha School Board recognizes that part of 21st century learning is adapting to changing methods of communication. The Board supports the safe, equitable, and responsible use of electronic social media by Board members and employees, volunteers, parents and students in a manner that is consistent of the Board's Mission Statement, Catholic values and Ministry guidelines.

Board members, teachers, staff, parents, volunteers and students who participate in online interactions must remember that their posts reflect on the entire Providence Heights Alpha School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct. In addition to the regulations found in the Student Handbook, Board members, teachers, staff, parents, volunteers and students and all others affiliated in any way with Providence Heights Alpha School are expected to abide by the following:

- Board members, teachers, staff, parents, volunteers and students may not create digital pictures or video recordings, use social media sites, or email to publish disparaging or harassing remarks, or gossip about Providence Heights Alpha School community members, athletic or academic contest rivals, etc.
- Board members, teachers, staff, parents, volunteers and students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.
- The use of the School's computer network, Internet access facilities, computers and other School equipment/devices on or off the School site is limited to educational purposes appropriate to the educational environment.

Failure to abide by this Policy, as with other policies at Providence Heights Alpha School, may result in disciplinary action, up to and including termination of tuition and/or employment contract as described in the Student Handbook, or as determined by the School Principal, and the School Board.

14. Definitions

School – Provident Heights Alpha School

SDTR - shall be defined as any School-owned device capable of capturing, storing, and/or transmitting information including text, audio, and/or video data

SOTR – shall be defined as any student-owned device capable of capturing, storing, and/or transmitting information including text, audio, and/or video data

Device – (includes, but is not limited to) computer, phone, iPod, iPad, iWatch, smart watches, mp3 player, tablet, e-reader, LeapPad, Nintendo DS, etc.



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Student Name _____

I agree to follow all of the rules for using Providence Heights Alpha School computers and internet.

- I will not use the network to send or receive any illegal or inappropriate materials.
- The use of the computer network is a privilege, not a right, and I will use appropriate language and behavior when using the network.
- I will not give my password to anyone else; I will not use anyone else's account or move, change or delete anyone else's work.
- I will not download anything from the Internet without permission from a teacher.
- I will only use the Internet for school purposes and only with a teacher in the room.

Student Signature _____ **Date:** _____

A parent or guardian must read and sign:

I read and understand the contract, which my child has signed in order to use the Providence Heights Alpha School Instructional Network. I have discussed the contract with my child to help them understand it. I fully agree with the contents of this agreement and recognize that my child must abide by it.

Parent Signature _____ **Date:** _____

Parent Signature _____ **Date:** _____