

ACCEPTABLE USE
St. Matthew
TEACHERS, ADMINISTRATION, STAFF AND
VOLUNTEERS

St. Matthew Technology Vision Statement

As a Roman Catholic School and Parish in the Diocese of Phoenix we are challenged to educate and foster students today to be successful in an ever-changing society. To accomplish this we need to educate the students to be Active Catholics, Responsible Citizens, Self Directed Learners and Effective Communicators through example and with the use of technology.

Purpose of policy

The purpose of this policy is to establish a unified guideline to be applied across all users of the St. Matthew network. We are challenged as adults and educators to provide a safe environment for all parties involved. In addition, since we are a Catholic-Christian organization and uphold the laws of Church, state and federal government, we must enforce a policy that allows all parties to abide by these principles.

Terms of use

Access to technology is a privilege NOT a right at St. Matthew's. Use of technology in an unacceptable manner will result in disciplinary action and possible termination. It is important for the community to be aware that any use of St. Matthew's technology on St. Matthew's equipment or personal equipment is the property of St. Matthew and is not private and can be searched and or monitored.

Responsibilities of Teachers, Staff, Administration and Volunteers

- Any illegal, unethical or irresponsible act or communication, including accessing inappropriate Internet sites, or using the network to arrange an act.
- Re posting personal communications without permission of the original author.
- Loading or downloading software, written works, images or other files in violation of copyright or patent protection as stated by the owner or U.S. law, or plagiarizing such works.
- Accessing or attempting to access, for any reason, any server or files of any system without specific prior permission from the controlling entity.
- Using computers and other devices to create fraudulent documents.
- Revealing social networking (face book, my space, etc) to parents or students is not acceptable behavior.

- Using your home network or private email account to answer parent's emails. You have a school account and that is the ONLY email you should be using. This is for your own protection as the server documents all email.
- Using the St. Matthew network to access personal data such as bank accounts and credit card accounts is prohibited.
- Disclosing personal information to students.
- Never leave students alone in the room on the internet. They must be under constant supervision.
- Report any and all student violations to the principal.
- Electronic mail (email) is not to be used by employees or volunteers to share confidential information about students or other personnel because messages are not secure. Users should not expect the files or email stored on the server to be private.
- Do not use inappropriate language.
- Abide and uphold compliance with Children's Internet Protection Act(CIPA)

Disclaimer

St. Matthew's makes no warranties of any kind, either expressed or implied, for the provided access. The staff, and faculty of St. Matthew is not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on school resources, or for the personal property used to access resources; for the accuracy, nature or quality of information stored on school resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through St. Matthew provided access. Furthermore, even though St. Matthew may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statute.

Note that electronic mail (email) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.

Sanctions

Violations of St. Matthew's technology resources will result in a referral to the Principal and could result in loss of access to electronic resources to termination. If warranted, the proper law enforcement agency will be notified.

I, _____, have read and understand the Acceptable Use Policy. I understand and will abide by the terms and conditions stated. I understand that any violation of the Acceptable Use Policy will result in disciplinary measures, which will include restrictions on use and if serious enough termination.

_____/_____/_____
Signature