

TECHNOLOGY POLICY ST. MATTHEW

St. Matthew Technology Vision Statement

As a Roman Catholic School 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 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's network. We are challenged as students, parents and educators to provide a safe environment for all parties involved. In addition, since we are a Catholic –Christian organization and uphold to 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. 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 Students

With this access come responsibilities. St. Matthew's will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting.

Unacceptable uses of technology include:

- Any illegal, unethical or irresponsible act or communication, including accessing inappropriate Internet sites, or using the network to arrange such an act.
- Participating in Internet chat rooms, playing games, listening to internet music, you tube and music videos or other single user or interactive activities using the school network
- Using someone else's name or account, or in any way impersonating another or misrepresenting affiliation with a person, group, or entity.
- 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 by U.S. law, or plagiarizing such works (presenting works or ideas as your own)
- Intentionally transmitting any material or messages that contain software viruses, unsolicited advertising, “spamming”, or chain letters.
- Creating, using, transmitting, or viewing obscene, threatening, abusive, hateful, libelous, or harassing language or messages.
- Compromising personal safety by posting personal contact information about yourself or someone else(including home, school or home email addresses, full names, telephone numbers) or, for students, agreeing to meet someone met online without prior guardian/parental approval.
- 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.
- Posting to the Internet or distributing school and classroom produced videos without specific prior permission from the institution.
- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional mis-or overuse of electronic or storage space.
- Report any student not following these rules.

Responsibilities of Parents

Parents and guardians are responsible for agreements their children make or actions they take in and, outside of school, and for setting and conveying the standards their children should follow when using any media or information service. Students are responsible for good behavior on these electronic resources. Appropriate access is the shared responsibility of the school, the student and the family.

Communication on networked information resources is often public. People receiving messages have the ability to redistribute them for many others to read. It is very important that students understand the appropriate and polite behavior and of avoiding, transmission or distribution of personal information such as, but not limited to, addresses, telephone and or social security numbers.

Responsibilities of teachers and administrators

The use of the school’s technology must be in support of education and research consistent with the education objectives of St. Matthew’s school.

Rights and Privileges

The student user has access (within the limits of these guidelines, responsibilities and prohibitions) to the technology based instructional resources provided by St. Matthew's. Any and all items stored on the technology provided by the school's resources, whether personal and/or private may be treated as a student locker and should be cleared periodically. Users should not expect that files will be private. St. Mathew network administrators have the right to review all files stored on the school's technology systems.

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 will result in loss of access to electronic resources. Students who loose access will need be expected to find another resource to do their work. Teachers will not accept loss of access to St. Matthew's technology as a reason for incomplete assignments.

Additional disciplinary action may be determined at the discretion of the Principal. When appropriate, law enforcement agencies may be involved.

Student electronic devices

Students bringing electronic devices such as cell phones, I Pods, MP3 players, lap tops, electronic games (Nintendo or PS3) that connect to the internet or not will need to be handed

in at the start of the school day to their teacher. The teacher will lock these up and distribute them at the end of the school day.

These devices are brought to school at the risk of the parents and students. St. Matthew and its staff will be held harmless if damage or loss occurs.

If the student does not turn his/her electronic device at the start of the day it will be confiscated and given to the principal. The Principal will notify the parents. If this should occur a second time, the principal will hold the device until the end of the semester (Dec or May)

If during the school day a parent needs to contact a student or a student needs to contact a parent, they will call from the school office phone.

Also, parents and students, the loss of your son or daughter computer sign in card, will cost \$5.00 to replace if you lose it, run it through the washer, or the dog ate it!

St. Matthew Catholic School
Technology Use Agreement

2011-2012

Student and Parent/Guardian Agreements:

Please read and/or discuss the Technology Policy with your son or daughter, a student of St. Matthew's. By using the school's technology, the student accepts the responsibility of using the network in a responsible and appropriate manner. It is important that the parents understand all student responsibilities as well. Parent signature indicating that you have read and agreed to the guidelines is necessary before a student may access the school's network technology. Please keep the Technology policy for your records and return this page.

I have read or have read to me and have discussed the Technology Policy of St. Matthew School. I agree to use the school's technology and computer network in an appropriate and responsible manner.

Student Name Printed: _____ **Grade** _____

Student Signature: _____ **Date** __/__/__

I have read and discussed the Technology Policy with my son/daughter and give St. Matthew School permission to allow my son/daughter access to use the school's technology.

Parent/Guardian Name Printed: _____

Parent/Guardian Signature: _____ **Date** __/__/__