

St. Mary's School/Parish Acceptable Use Policy (AUP)

1. Rationale/Overview

St. Mary's school/parish is committed to protecting students and the school/parish from illegal or damaging actions by individuals, either knowingly or unknowingly. The St. Mary's technology system includes, but is not limited to, Internet access, software, hardware, storage, and network capabilities, which are all St. Mary's property. This system is to be used for educational purposes in serving the interests of the students and the school/parish. The use of the St. Mary's technology system is a privilege and can be taken away because of misuse. St. Mary's reserves the right to take necessary steps to make sure that our technology system is being used only for educational purposes in serving the interests of the students and the school/parish.

2. General Use and Ownership

All users are expected to conduct their on-line activities in an ethical and legal fashion. St. Mary's technology system is to be used to further students' education. The school/parish has taken several steps to provide security and limit inappropriate use including, but not limited to, installing anti-malware software as well as staff and student firewalls. However, there is still the possibility that users intentionally or unintentionally misuse the technology supplied by St. Mary's. Use of the St. Mary's technology system and network is at the users own risk, thus St. Mary's is not liable for any files or information that is corrupted or modified while the user was on the system.

The St. Mary's technology system including Internet access, software, hardware, storage, network capabilities, school-owned cellular telephones, Chromebooks and other computers are the property of the school/parish. Any information contained on the school's/parish's computer(s) hard drive or computer disks which are purchased by the school are considered the property of the school/parish. This pertains to all computers whether they are connected to the network or not. Parents/guardians have the right to review the contents of their child's technology files at any time.

By allowing use of the technology system, St. Mary's does not relinquish control of materials and while using the system, users' personal files are not considered private. The school/parish reserves the right to monitor any user's email, Internet usage, and computer files. Use of the technology system is deemed as consent to monitoring by the school/parish.

3. Security and Proprietary Information

While student computers are given common, generic passwords, students are expected to use personal passwords to access educational tools and not share this information with others or allow others to access information with their passwords. Staff should not share passwords with students or put themselves in a position where others can view passwords. Other security violations include sharing another user's email address without permission and distributing private communications without permission.

Users must not engage in accessing, copying, editing, or vandalizing data of another user, or use exporting software, access or modify electronic mail messages of other users, and may not use anonymous or forged material. Users of St. Mary's technology will not violate laws and

regulations related to plagiarism, copyright, trade secret, patent or other intellectual property, or install "pirated" or other software products that are not appropriately licensed for use by St. Mary's. St. Mary's logos, email headers and signatures, and any other St. Mary's intellectual property may not be used without permission from the school/parish.

4. Unacceptable Use

Before listing unacceptable technology use, it is helpful to distinguish it from acceptable technology use. Acceptable use for technology and computers include searching the Internet to assist in coursework, using language tools when directed by the classroom teacher, or completing assessments as directed by the classroom teacher.

Examples of unacceptable use(s) include, but are not limited to, using internet, e-mail or other parts of the St. Mary's technology system for the purpose of engaging in activities that run contrary to diocesan, school, or parish rules and/or international, federal, state or local law, that violate commonly accepted technology use, and that violate the security of any network connected to the Internet. Additional unacceptable practices include accessing and/or transmitting any material that is illegal, illicit or obscene, or that conflict with our Catholic mission, that constitute bullying or sexual harassment, or creates a hostile environment. Other forms of unacceptable use include downloading malware or viruses, destruction of computer hardware or software, sending unsolicited email messages, attempting to modify the parameters of the system, and causing security breaches. Students are not allowed to bring personal devices to access the St. Mary's technology system without approval from the school principal. Personal devices include cellular phones, tablet computers, smart devices, etc. Any violation of this policy is also considered a violation of the general school discipline code and is subject to school disciplinary action. Violation of this agreement will result in the loss of the user's privileges, regardless of the degree of success of the attempt. In addition, school/parish disciplinary action, and/or appropriate legal action may be taken. Personal devices will be confiscated. Being neglectful of St. Mary's technology and software causing repair or replacement of hardware and/or software will result in recouping any necessary costs.

5. Communication Activities

When using school resources, users represent St. Mary's and thus should not attribute personal beliefs to St. Mary's. Communications may be stored permanently, even if deleted from the user's account. St. Mary's reserves the right to access accounts and information stored in the school/parish technology system at any time.

6. Social Media

Social media use by students on campus is not allowed and access is blocked. Any confidential or proprietary information belonging to St. Mary's school/parish may not be shared. Users are not allowed to share views that are contrary to the beliefs of St. Mary's school/parish or the Diocese of La Crosse. Users may not attribute personal beliefs to St. Mary's when engaged in social media and may not post, email, text, or transmit content that violates any current school policies. Communication between staff and students should be done in a professional manner and done with the tools and technology supplied by the school.

7. Google Apps for Education

St. Mary's School utilizes Google Apps for Education for students, teachers, and staff. This permission form describes the tools and student responsibilities for using these services. As with any educational endeavor, a strong partnership with families is essential to a successful experience.

The following services are hosted by Google as part of St. Mary's School online presence including the Google Apps for Education:

Google Chrome – a web browser to access information

Google Docs - a word processing (docs), spreadsheet (sheets), drawing (drawings) and presentation toolset (Slides) that is very similar to Microsoft Office

Google Calendar – a unique calendar to organize daily activities and assignments

Google Drive – storage for documents created

Google Meet - used for video conferences

Google Classroom- includes coursework

Using these tools, students create, edit and share files, access websites for school-related projects and communicate with their teachers. These services are entirely online and available 24/7 from any Internet-connected computer. Examples of student use include showcasing class projects, research papers and lab reports

Technology use at St. Mary's School abides by the Children's Online Privacy Protection Act (COPPA) which limits the ability to collect personal information from children under 13. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of information is solely for education purposes. Furthermore, the Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records and gives parents the rights to review student records.

Guidelines for the responsible use of Google Apps for Education by students:

A. Login. All students are assigned login username credentials which generally follow the first letter of their first name and then full last name followed by our domain name (ex. jsmith@stmarysmarathon.org) Students have a password associated with their login account but they have not been issued email accounts.

B. Prohibited Conduct. Please refer to the acceptable use agreement <http://www.stmarysmarathon.org/AcceptableUsePolicy.pdf>

C. Access Restriction. Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of St. Mary's School. The school maintains the right to immediately withdraw the access and use of these services when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the building Administrator for further investigation and adjudication.

D. Security. St. Mary's cannot and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, St. Mary's cannot assure that users will not be exposed to unsolicited information.

E. Privacy. The general right of privacy will be extended to the extent possible in the electronic environment. St. Mary's and all electronic users should treat electronically stored information in an individual file as confidential and private. Users are strictly prohibited from accessing files and information other than their own. The school reserves the right to access the username@stmarysmarathon.org Google systems, including current and archival files of user accounts when there is reasonable suspicion that unacceptable use has occurred.

8. Acceptance of AUP

I am the parent/guardian of the below named student(s). I have read the St. Mary's Acceptable Use Policy in regards to the St. Mary's technology system. I have explained and discussed the AUP with my child(ren). I understand my own and the student's responsibilities regarding computer hardware, software and Internet access at the school/parish. I understand that my child will not be allowed to use technology at St. Mary's without my signature of this document.

Under FERPA, a student's education records are protected from disclosure to third parties.

I understand that my student's education records stored in Google Apps for Education may be accessible to someone other than my student and St. Mary's School by virtue of this online environment. My signature below confirms my consent to allow my student's education record to be stored by Google.

I understand that by participating in Google Apps for Education, information about my child will be collected and stored electronically. I have read the privacy policies associated with use of Google Apps for Education (https://gsuite.google.com/terms/education_privacy.html). I understand that I may ask for my child's account to be removed at any time.

Parent's/Guardian's Signature

Date

Name of Parent's/Guardian - Please Print

Please include all students registered at St. Mary's

Name/Signature of Student

Grade

Homeroom Teacher

Name/Signature of Student

Grade

Homeroom Teacher

Name/Signature of Student

Grade

Homeroom Teacher

Name/Signature of Student

Grade

Homeroom Teacher

Name/Signature of Student

Grade

Homeroom Teacher