

**Trenton Catholic Academy
At McCorristin Campus**

2016 - 2017

Policy 2070.28

TECHNOLOGY POLICY / ACCEPTABLE USE

Technology should serve as an effective and necessary tool to allow students, teachers and administrators to be prepared for the advances of the Twenty-first Century.

Technology should further enhance the communication ability of the members of our School community as they integrate with an increasing global society.

Equitable and responsible access to technology should be provided at each school. Students, teachers and administrators are required to acquire technological proficiency and to utilize technological skills as required by administrators.

Ongoing technology training should be provided to all the students, teachers and administrators. All educators in the Diocese to Trenton Catholic schools should model technology enhanced learning in the educational environment.

Annually, every school's use of technology should require a written administrator(s) Agreement, teacher and support staff agreement, student agreement and parental written permission. Appropriate directions, agreement forms and permission forms are outlined in Appendix 2070.28, Responsibilities and Duties: Elementary and Secondary Principals.

TECHNOLOGY ACCEPTABLE USE AGREEMENT FOR STUDENTS*

I/ We, the undersigned parent(s) / guardian(s), have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy, as published in the school policy handbook. I / We further acknowledge and accept responsibility for any violation of this policy made by my / our child / children. Any violation of this policy will or may result in suspension of internet / technology privileges and will incur disciplinary action as stated in the local school disciplinary code.

2016 - 2017

STUDENTS IN GRADES K-12

Date_____ Parent / Guardian Signature_____

Date_____ Parent / Guardian Signature_____

I, the undersigned student, have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy as published in the school handbook.

Date_____ Student Signature _____

Date_____ Student Signature _____

Date_____ Student Signature _____

- Students must sign this form annually and the form will be kept on file in the Dean of Students office. Forms are due by September 1st, 2015

Parental Responsibility

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

Guidelines

The educational value of the school's use of technology is the responsibility of the teachers as well as the students and their parents/ guardians. Students are expected to use technology resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Teachers, support personnel and students will not make unusable or inaccessible any individual's computer data files and /or programs.
- Teachers, students and support personnel will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.
- Teachers, support personnel and students will not use or attempt to obtain another users credentials.
- Teachers, support personnel and students will not use school technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.

- Teachers, students and support personnel will not write, produce, generate copy, propagate or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer's memory, file system or software.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.