

St. Matthew Catholic School

2018-2019

Agreement for the Use of Computers, iPads and Telecommunications

THE PROVISIONS OF THIS AGREEMENT APPLY IN ALL CASES TO SCHOOL PROVIDED DEVICES AND TO ALL PERSONAL ELECTRONIC DEVICES USED BOTH THROUGH THE SCHOOL NETWORK AND THROUGH OFF-CAMPUS ACCESS.

All students attending St. Matthew Catholic School use the Internet as a learning tool and all students will abide by the Cardinal Rules, the rules of Digital Citizenship, and all laws regarding appropriate use of the Internet.

The use of the school's Internet connectivity resources and equipment is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.

Students should never access, save, or send anything that they would not want their parents or teachers to see.

Serious infractions of Internet use both at school and off-campus may result in removal from St. Matthew Catholic School and will be reported to law enforcement, as mandated by the law.

Definitions - **Electronic communication** includes, but is not limited to, the following: communications or depictions through email, text messages, direct messaging, private messaging, website postings, or social media whether they occur through the school's equipment, connectivity resources (e.g. Wi-Fi) **or using a personal device (off campus).**

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to social networks, apps, blogs, Internet websites, Internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, Vine, Whatsapp, YouTube, Google+, Flickr and others. Additional social media may be developed in the future that could be covered by this policy.

ACCEPTABLE USAGE:

Students are responsible for appropriate behavior on the Internet just as they are in a classroom or on campus grounds. Communications on the Internet are often public in nature. General school rules for behavior and communications apply. It is expected that students will comply with school policy as referenced in the Parent/Student Handbook and the specific rules set forth below.

Whether the communication occurs within or outside of school property, during or after school hours, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences, including expulsion. Violations of the school's electronic communication policy will be addressed in conformance with the school's disciplinary policy as referenced in the Parent/Student Handbook, and in accordance with Department of Catholic Schools policy, state, and federal laws.

The school reserves the right to confiscate and/or examine any electronic device in the student's possession while on campus including, but not limited to, cellular telephones, watches, tablets, gaming devices, cameras, school-issued devices or other electronic communication equipment of any type.

Limited Access – Students may access only those websites to which, according to school policy, they have been given permission. The school follows state and federal laws regarding the use of filters on school computers connected to the Internet. Students may access websites that have been specified by the teacher for a specific class activity. **If any student wanders outside of the boundaries of the site specified by the teacher or by school policy, this will be considered a severe policy infraction and may result in disciplinary action.**

Privacy – Users of the school's equipment or network should have no expectation of privacy in anything they create, store, send, receive or display on or over that equipment or using those connectivity resources, which includes personal files. Administrators and or teachers may review activity to maintain system integrity and insure that students are using the system responsibly.

Storage capacity - Employees and students are to store all materials as specified by the computer or classroom teacher.

Illegal copying - Students should never download or install any commercial software, shareware, or freeware onto a school computer or iPad unless they have permission from the school's technology coordinator. Nor should any student copy other people's work or intrude into other people's files.

Prohibited electronic communication – The following types of electronic communication are prohibited: (1) electronic communication of a sexual nature; (2) electronic communication with the intent to or does threaten, libel, slander, malign, disparage, harass or embarrass members of the school community; (3) any action that violates the school's existing behavioral standards covered by the Parent/Student Handbook; or (4) any action that causes harm to the school community, regardless of where the electronic communication occurs or originates from.

Electronic communication by or between students – The school provides education on digital citizenship for students.

Student Acceptable Use Guidelines

The following are guidelines to maintain your status as a student in good standing at St. Matthew Catholic School:

1. Do not use social media, any computer, or other electronic device to harm other people or their work.
2. Do not alter (change the school settings) or /damage the school's network, equipment, or resources in any way.
3. Do not interfere with the operation of the computers by installing software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view or display offensive/obscene messages or pictures.
6. Do not share passwords by giving or asking for the password of a fellow classmate.
7. Do not waste limited resources such as storage space or printing capacity.
8. Do not trespass into another's computer or work files.
9. Do not access unauthorized sites.
10. Notify an adult immediately, if you encounter materials which violate the rules of appropriate use, even if by accident.
11. Be PREPARED to be held accountable for your actions; these could range from the loss of privileges for the use of electronic devices to being reported to the authorities for criminal behavior.
12. Report to the principal or teacher information learned from social media that could affect someone's reputation, health, life and/or safety.

St. Matthew Catholic School will remain in compliance with policies set by the Archdiocese of San Antonio and local, state and federal laws, including reporting violations (bullying/harassing/sexting) to the proper authorities.

Student User Agreement

As a user of the school's computer network and as a representative of the school's mission and values on and off campus, I agree to comply with the above stated rules to conduct myself using electronic communication within or outside of school property, during or after school hours, in a manner that does not jeopardize the safe environment of the school or is contrary to Gospel values.

Student Name (print) _____ Grade _____

Student Signature: _____ Date _____

Parent Name (print) _____

Parent Signature _____ Date _____

Parent Permission Form

As the parent(s)/guardian(s) of _____, a student at **St. Matthew Catholic School**, I have read the attached information regarding the appropriate use of electronic communication and the school network resources by school students and I understand this agreement will be kept on file at the school.

Parent Name (print): _____

Parent Signature: _____ Date: _____