



SAINT GABRIEL
CATHOLIC SCHOOL

ACCEPTABLE USE POLICY (AUP-Technology)

1. The computer/iPad resources (systems) utilized within the Saint Gabriel Catholic School (hereafter referenced as SGCS) are provided for use by SGCS employees, registered students and specifically identified parents of registered students and school volunteers approved by the Principal. This Acceptable Use Policy is in force on the school property twenty-four hours a day, seven days a week.
2. Cell Phones will be collected at the start of the school day. The phones will be locked away in the teacher's cabinet. Any student who is found in possession of using a cell phone during the school day will have the phone collected by the faculty/staff member and turned in to the office. The parent will be required to collect the phone from the school office and the student will not be allowed to bring a phone to school. If the phone is brought to school and used during the school day there will be a fine of \$100.
3. A system user who is a minor child must provide the signature of a custodial parent or legal guardian who is willing to be responsible for adherence to all rules for system use by the minor child. This signature must appear on the official application. The user is responsible for any use of his/her account, user name and password and must report any unauthorized use immediately.
4. All users agree to accept full responsibility for the security, confidentiality, and use of their passwords and for any and all sites accessed with their passwords. In addition, they agree to protect all information contained on any system owned by SGCS and they agree to protect the system from any abuse with their accounts.
5. Users agree not to use or attempt to use anyone else's account. Owner should immediately report to their teacher/supervisor any unauthorized use. Do not loan your computer/iPad out.
6. SGCS does not guarantee the safety of individuals account holders' files. Users are encouraged to make back up copies of their files.
7. SGCS does not guarantee the security or confidentiality of electronic mail. Users are prohibited from sending any material that is licensed, proprietary, or otherwise covered under non-disclosure agreements. SGCS has access to the contents of any file or E-mail in the system.
8. These computer/iPad resources (systems) are primarily for school business, research and academic use; only school faculty/staff are allowed to access personal E-mail. Other personal Internet use is allowed so as long as the use is non-profit, legal, does not interfere with the primary use of the system in any way, and the use conforms to all other use rules in this agreement.
9. It is prohibited to use "swear words," vulgarities, racist or ethnic remarks or other inappropriate language. This includes modern day variations or nuances of profane or

vulgar language. It is also prohibited to circumvent system utilities (account validation, terminal idle monitoring, etc.). Any student found in violation of this, is subject to suspension and possible expulsion as determined by administration.

10. It is prohibited to use any type of instant messaging and any type of unauthorized SOCIAL MEDIA. Instant messaging and SOCIAL MEDIA use must be authorized by a faculty/staff member. If the instant messaging program is setup to start automatically and appears on the computer/iPad screen at any time it constitutes the use of an instant messaging program and violates this Acceptable Use Policy. All programs that allow for online live chat between users are strictly prohibited for student use (e.g. Instant Messaging, etc.). These websites (SOCIAL MEDIA) also refer to other similar public domain sites which can be accessed for the same or similar purpose. Any student that is found in violation of this paragraph could be suspended from all school participation and all activities for an indefinite number of days at the discretion of administration. The use of the SGCS name may not be used or referenced in any SOCIAL MEDIA at any time or for any reason unless authorized by a faculty/staff member. If a student has an individual account on any SOCIAL MEDIA site, they are not allowed to reference or show pictures of anything associated with Saint Gabriel Catholic School.
11. It is prohibited to access pornographic sites or sites primarily showcasing sexually explicit material. Any student that is found in violation of purposely accessing pornography as outlined in this paragraph will constitute grounds for suspension or expulsion from SGCS. If a student accidentally accesses an inappropriate site, they must inform a teacher or the Principal within one (1) hour in order to verify that the access was a mistake and in order to avoid possible disciplinary action for accessing a prohibited site. If an adult accidentally accesses an inappropriate site, they must inform the Principal or the Pastor/Parish Administrator within one (1) hour in order to verify that the access was a mistake and to avoid possible revocation of their account access. Any staff member or volunteer that is found in violation of purposely accessing pornography as outlined in this paragraph will be referred to the School Principal or Parish Pastor/Parish Administrator for appropriate disciplinary action as deemed appropriate by the School Principal or Parish Pastor/Parish Administrator.
12. It is prohibited to access computer/iPad games unless the game is authorized by a teacher or school administration for academic use. This is a school network; the user's general rule is to stay within the appropriate boundaries for school business and K-8 Catholic education. SGCS has an Internet filtering system in place that should block all inappropriate web sites. Any student that is found in violation of playing unauthorized games as outlined in this paragraph could be suspended from all school participation and activities for an indefinite period of time at the discretion of administration. Appropriate classroom use of computer/iPad resources (systems) includes all of the restrictions and guidelines for personal use, and, in addition, appropriate classroom use of computer/iPad resources (systems) means that a faculty/staff member, teacher aide, or librarian is monitoring students when computer/iPads are in use to ensure that the use is classroom and age appropriate and that the rules and guidelines are followed. Infractions will be reported to administration immediately.

13. Teachers are expected to review rules, guidelines, password confidentiality/responsibility and appropriate use with their students on an on- going basis. They are also expected to remind students that computer/iPad work is not privileged communication and that a history of computer/iPad usage is accessible by Information Systems Department personnel. If there is a question regarding acceptable use, this history may be accessed for any computer/iPad.
14. Users may only order services or merchandise that are directly school related and which fall under the appropriate guidelines for network use. All matters concerning the merchandise and services ordered from a Seller, including but not limited to purchase terms, payment, warranties, guarantees, maintenance and delivery are solely between the Seller and the user. SGCS and its systems administrators shall not be a party to such transactions or be liable for any costs or damages, whatsoever which arise, directly or indirectly, from transactions. The name of the school or the parish shall not be used in any transactions and the school and parish will not be held liable financially or otherwise for any purchases made online.
15. SGCS assumes no responsibility or liability for any phone charges including, but not limited to, long distance charges, per minute surcharge and/or equipment or line costs incurred by SGCS users while accessing the SGCS network. Any disputes or problems regarding phone service are strictly between SGCS users and their local phone company and/or long distance service providers.
16. Users who perceive any violation of this agreement are required to report the alleged violation. Adults report to the Principal or to the Pastor/Parish Administrator. Students report to their teacher or the Principal.
17. Alleged violators will be contacted and given an opportunity to present an explanation to the appropriate supervisor or Principal. If a violation of this agreement has occurred, the user's account may be suspended for an indefinite period of time or completely revoked. When an account is suspended or revoked the user (and his/her parents, if a minor child) will be notified. The user (and/or his/her parents, if a minor child) has five school days from the date of the written notification to request a review hearing. The hearing officer will be the Principal and/or the Pastor/Parish Administrator whose decision will be final.
18. In all cases, adults who accidentally misuse the system in any way are required to inform their immediate supervisors within 24 hours in order to establish their unintentional error. Students who accidentally misuse the system are required to inform their teacher or the Principal within one (1) hour in order to establish their unintentional error. This action will mitigate or eliminate penalties in most cases. For students, the immediate supervisor is the teacher or the Principal.
19. SGCS reserves the right to unilaterally amend this agreement. Notice will consist of a verbal or written notification or an email announcement sent to all registered users. Posting of the amendment on the SGCS website constitutes notification to all school registered users. Use of SGCS systems after the effective date of the amendments constitutes acceptance of the new terms.
20. Students and staff are not authorized to install software programs on any computer/iPad that is owned by SGCS. A request via email or in writing needs to be submitted to the

SGCS Information Systems Department identifying the software program that needs to be installed. The SGCS Information Systems Department will evaluate the software program to ensure that it will not impact the current SGCS network. SGCS Information Systems Department personnel or other designated personnel that have been authorized will install the software program.

21. All staff should keep email usage of a personal nature on their SGCS email account to a minimum. Only when approved by the Principal or Pastor/Parish Administrator is an individual authorized to use another email account other than their SGCS email account. The Information Systems Department will not provide technical support for non-SGCS email accounts.
22. All students are prohibited from displaying terms, information, pictures, or images in any form on either screensavers, wallpaper or on the physical computer/iPad/carrying case which relate to the following: Suicide; bombs or bomb making; killing; violence of any kind or in any form; sexual content or imagery; abuse in any form including sexual, spousal, child, elder, etc.; cigarettes or tobacco of any kind; controlled substances; anti-Catholic; anti-religious; pro-abortion; pro-choice; anything which by its unsavory or immoral nature can be considered offensive to others; anything which does not support the tenets of the Catholic faith or a Catholic school; or associated music or other media advocating any of the aforementioned prohibitions.
23. **Employees' and students' personal and/or school issued computer/iPads are subject to seizure and searches at any time. There is no expectation of privacy.**
24. Students are not authorized to use cameras (computer/iPad webcam's, iPad cameras, cell phone cameras, digital cameras, etc.) while on school property. In addition, students are not authorized to record conversations, or make video recordings etc. Students cannot activate web cams on SGCS workstations via any website. The only exception to this paragraph is if the teacher, Principal or Pastor/Parish Administrator approves the student taking pictures for specific lesson plan assignments or special function.



Acceptable Use Policy (AUP - Technology) Acknowledgement Page

FOR STUDENT APPLICATION:

STUDENT NAME: (print legibly) _____

I have read the policy printed above and agree to abide by all rules and prohibitions as stated in this policy.

Student Signature

Date

I have read the policy printed above and agree to be responsible for my child's adherence to all rules and prohibitions as stated in this policy. I give my permission for my child to use computer/iPads owned by SGCS.

Signature of parent/guardian

Printed Name

Current Grade

FOR FACULTY/STAFF/VOLUNTEER APPLICATION:

NAME: (print legibly) _____

FACULTY _____ STAFF MEMBER _____ VOLUNTEER _____

I have read the policy printed above and agree to abide by all rules and prohibitions as stated in this policy.

Signature

Date