



# SACRED HEARTS SCHOOL

## ACCEPTABLE USE POLICY (REV.'14)

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To ensure that students become proficient in the information and communication technology competencies essential for 21<sup>st</sup> century learning, we provide a variety of technological resources to support our instructional goals. Students may, with teacher permission and oversight, use their own personal digital devices during the school day for educational purposes. Use of technology during the school day is a privilege, not a right, and the school has a “zero tolerance” policy for inappropriate use. Access privileges may be revoked and school disciplinary action may be taken for a violation that is unethical or contrary to the school’s mission. Federal or state law may cover other violations. While the school maintains internet filtering software, it is impossible to guarantee non-access to educationally-inappropriate sites and information. Prohibited technology resources activities include, but are not limited to, the following:

- Changing the configuration of a school-owned digital device or network without permission of instructional staff
- Damaging or vandalizing digital devices, networks, or files
- Trespassing in other’s folders, or using someone else’s password, or sending digital information while pretending to be someone else
- Using technology for unapproved or non-educational purposes
- Installing or downloading files to a device without permission
- Using digital devices or the internet in violation of copyright laws or local, state, or federal statutes
- Accessing, uploading, downloading, or distributing inappropriate material
- Posting personal contact information or knowingly posting false information about a person or organization
- Attempting unauthorized access to restricted sites, servers, files, etc.

### **Social networking and digital communication**

Social networking technologies such as Facebook, Twitter, etc, are not appropriate for use by students during the school day. Students in Grades 5-8 may be allowed to access digital communications during the school day with the permission and oversight of a teacher, and only for educational purposes. Students will be held accountable for any online activities or digital transmissions conducted while on school property or during school-sponsored events. Respect and kindness for others, ethical behavior, and good judgment should be the guiding principles students follow. Sacred Hearts School supports these basic guidelines for social networking and digital communication:

- Understand that you are responsible for the content that you publish.
- Don’t assume that anything you send or post is going to remain private.

- There is no changing your mind in cyberspace. Anything you send or post will never truly go away.
- Consider the reaction of the recipient.
- Consider the reaction of others such as parents, friends, school administration or the media.
- Your online behavior should reflect the same standards of honesty, respect and consideration that you should exhibit face-to-face.
- Remember that the lines between public and private, and personal and professional are blurred in the digital world.
- Be mindful that you are a representative of Sacred Hearts School.

### **Digital Device Use**

Digital devices (both personally owned and school-owned) are only to be used for academic purposes with staff approval during school hours, including extended care, and all school-sponsored activities. Digital devices include, but are not limited to, cell phones, computers and tablets, iDevices (pod/pad/touch), eReaders, MP3 players, game consoles, digital cameras, camcorders, and voice recorders. Any digital devices brought from home that are not being used for academic purposes must be stored in the OFF (not silent) position in the classroom. The device should not be in student possession unless a teacher or staff member has given permission and is overseeing its use. Examples of nonacademic use of such devices include, but are not limited to, phone calls, texting, taking or sending photos or videos, instant messaging, and emailing. If there is a need, a student may obtain specific permission from a staff member to use their personal cell phone to communicate with parents/guardians/carpool drivers during pick up or after school hours, but staff have the right to view the device to verify appropriate use.

Use of a digital device to bully or harass any person is strictly prohibited. A school staff member has the right to observe content on either a personal or school digital device if there is any suspicion of inappropriate use of the device. Students who violate the digital devices policy will be subject to disciplinary consequences. If a policy infraction occurs from a student using a personal digital device, the staff member has the right to confiscate the device. The device will be labeled with the student's name and then stored in the administrative office. After one offense, the device will be confiscated until the end of the day. After two offenses, the device will be confiscated and returned only after a parent conference. Sacred Hearts School is not responsible for lost, stolen, or damaged items brought from home, including digital devices that have been confiscated by staff members.

### **Use of School Tablets**

Students will be using school-owned tablet computers during classes, as determined by their teachers. No food or drink is allowed in close proximity to the tablets while in use. Tablets must remain free of any writing, drawing, stickers, or labels that are not the property of Sacred Hearts School, and SHS identification labels must remain on the tablet. Tablets and tablet covers that have been damaged from normal use or accidentally will be repaired or replaced with no cost to the student. However, students will be entirely responsible for the cost of repairs to tablets that are damaged intentionally.



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## PARENT AGREEMENT

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The student's Parent/Guardian must sign below as an agreement that they've read these guidelines, discussed them with their child(ren), and the student(s) agree to follow them.

**This agreement will remain in effect as long as your child(ren) attend Sacred Hearts School.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*PRINT Child(ren) Names/Grades below*

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**NOTE: PARENTS ARE TO KEEP THE COPY OF THE POLICY AND RETURN ONLY THE SIGNED PARENT AGREEMENT.**

**PRINT, SIGN, AND INCLUDE THIS FORM WITH APPLICATION PAPERWORK**