

## **ETHICAL USE OF THE TECHNOLOGY POLICY**

*In agreeing to the articles in this Handbook, parents acknowledge they have read the following policies on technology and have discussed them with their child (ren) and know that their child is bound by the policies. The policy covers every grade level.*

### **PREAMBLE:**

- The purpose of school-provided technology is to facilitate legitimate school endeavors, which are educational and administrative in nature.
- The use of technology must always be in conformity with the law and the religious mission of the Diocese of Metuchen.
- Each school as an educational institution will have the resources to exchange information within its facility and with other institutions throughout the world.
- ***The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of the user's privileges. The administration has the right to monitor all communication on the network.***

### **POLICIES:**

1. The student will use Saint Augustine of Canterbury School technological resources for Educational purposes, and only under adult supervision.
2. The student will treat with respect and exercise care in the use of all school computer hardware and software.
3. The student will not reveal addresses or phone numbers, photographs or other personal information to individuals whom they contact through Saint Augustine of Canterbury School technological resources.
4. The student will not disclose personal password (s) or access code (s) assigned to them or use any other person's password (s) or access code (s).
5. The student will make responsible use of school supplies such as paper, electronic media and printer ink and toner.
6. No unauthorized student shall alter, install, modify, upgrade, repair or remove any school software or hardware, including but not limited to computers, interface cards, monitors, printers, scanners, modems, wiring or cabling, mouse or other accessories.
7. Students who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.
8. The student will not develop, acquire, display or transmit any material by electronic means or hardcopy that is considered by Saint Augustine of Canterbury School policy as obscene, racist, abusive, degrading, or demonstrating intolerance or prejudice towards any individual or ethnic or religious group, nor harass, insult or attack others.
9. The student will not trespass in another's folders, sub-directories, work or files,
10. The student will not use school technological resources to support candidates for public or elected office, nor use the network for commercial purposes.

11. The student will not violate any copyright laws regarding print, electronic or visual information.
12. The student will not meet in person any individual whom he/she may contact through Saint Augustine of Canterbury School technological resources without first informing the adult supervisor in charge, the school administration, and the child's parents, or legal guardian.
13. The student will report any message received through Saint Augustine of Canterbury School technological resources, which makes them nervous or uncomfortable to the adult supervisor in charge and the school administration.
14. Students should not access their own accounts while on the Internet.

If the student does not adhere to these policies, the child could lose computer privileges or have these privileges restricted. If deemed necessary, the student could also be subject to disciplinary proceedings.

### **SOCIAL NETWORKING**

The widespread ownership of mobile devices among our students requires that school administrators, teachers, students, and parents take steps to ensure that these devices are used responsibly at St. Augustine of Canterbury School. These devices include, but are not limited to, electronic readers, digital music players, cell phones, netbooks, and tablets. This addendum to our existing Acceptable Use Policy (AUP) is designed to ensure that proper use of mobile devices is clearly identified and addressed, ensuring the educational and safety benefits that mobile devices provide. The use of all mobile devices should always be in accordance with the Student Code of Honor as well as St. Augustine of Canterbury School's Acceptable Use of Technology Policy.

### **SEXTING POLICY** (New—September 2018, Diocesan Policy Section 5.16)

Students shall not comment, post, join or otherwise affiliate with or publish on Social Networking Websites any information (including, but not limited to, statements, comments, photographs, groups, profiles or links to third-party websites) that, in the discretion of the School or the Diocese, contains inappropriate content. Inappropriate content includes, but is not limited to, information that:

- Involves illegal, dishonest or unethical conduct;
- Involves the use of drugs or alcohol;
- Is offensive;
- Involves discrimination or harassment;
- Can harm the reputation of, cause embarrassment to, the School, the diocese, co-workers or students;
- Is sexual in nature;
- Is contrary to the teachings of, or reflects unfavorably upon, the Catholic Church; or
- Infringes upon another's copyright or trademark without appropriate attribution.

**The mission of all Catholic schools is to bring students closer to Jesus Christ by teaching and living the gospel message in an environment where the unique value of each person is recognized, protected and respected. Certainly, issues of morality demand a strong partnership between the school and the family to protect students from dangers they do not foresee. The Catholic Church believes and teaches that human bodies are gifts from God and temples of the Holy Spirit. The Church defines chastity as “the successful integration of sexuality within the person and thus the inner unity of man in his bodily and spiritual being.” (CCC2337)**

**Educators, when teaching the first, sixth, eighth, and ninth commandments, are called upon to include the use of social media as a significant part of the instruction they give. As our schools partner with families to model Catholic Social Teachings emphasizing the dignity of the human person takes on a new and different meaning while discussing sexting and related issues. In teaching our children about human sexuality within the framework of God’s plan, we provide opportunities for moral decision making based on solid Catholic teachings.**

**The Diocese of Metuchen prohibits acts of harassment, intimidation or exploitation of all students. Each school must insure a safe environment that reflects the gospel and is conducive to student learning. With more students having access to phones and social media accounts, it is becoming easier for them to send and receive explicit messages and images. All students are expected to refrain from any and all conduct involving sexting. They are to respect the dignity of others and of themselves at all times. Sexting shall not be tolerated on school property, on the school bus, at any school sponsored function or off school grounds.**

In complying with this Policy, the following must be considered:

- Sexting is the production, possession or dissemination of sexual materials, including sexually suggestive text messages, nude/semi-nude photographs, or videos of themselves or others via cellular telephone or the internet by students on school property or at any school sponsored function. Sexting does not fuel committed, eternal love as God desires for us. It stands in opposition to God’s plan for us, and for that reason it is wrong.
- Pornography consists in removing real or simulated sexual acts from the intimacy of the partners, in order to display them deliberately to third parties. It offends against chastity because it perverts the conjugal act, the intimate giving of spouses to each other. It does grave injury to the dignity of its participants (actors, vendors, the public), since each one becomes an object of base pleasure and illicit profit for others. It immerses all who are involved in the illusion of a fantasy world. It is a grave offense. (CCC 2354)
- Creating or sharing explicit images of a child is illegal, even if the person doing it is a child. A young person is breaking the law when they take an explicit photo or video of themselves or a friend; share an explicit image or video of a child, even if it is shared between children of the same age; or, possess, download or store an explicit image or video of a child, even if the child gave his/her permission for it to be created. Images covered under the law include, but are not limited to, naked

pictures, photos of intimate body parts, including topless photos of girls, any sex act and any sexually suggestive image, which includes photos of a person in undergarments/underwear. If it is found that a child under the age of 18 is in possession of any of these, has been sending them or taking these types of photos, the police can record it as a crime and the offender may be prosecuted.

In complying with the Policy, the following procedures must be observed:

- All reported incidents of sexting shall be dealt with immediately.
- The school will take immediate measures to protect the victim and others involved in the incident.
- Report to the Diocese of Metuchen Diocesan Response Officer
- Report immediately to the Office of Schools, either the Superintendent or Assistant Superintendent
- Report immediately to the local Police Department.
- Secure all cell phones, computers or other electronic devices that may contain or have disseminated sexual materials, including sexually suggestive text messages and nude or semi-nude photographs. Cell phones should be placed in Airplane mode to preserve the evidence.
- Secure all potential witnesses.
- Contact the parents of all students involved in the reported incident.
- Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices may face some or all of the listed consequences:
  1. Temporary removal from the classroom;
  2. In-school or out-of-school suspension;
  3. Parent conference;
  4. Deprivation of privileges;
  5. Suspension from sports participation;
  6. Removal from After-School programs;
  7. Counseling;
  8. Therapy;
  9. Expulsion

***St. Augustine of Canterbury School -Issued Devices***

All aforementioned mobile device rules apply. In addition, the following measures are in place to ensure student safety and proper use of devices issued to students by St. Augustine of Canterbury School.

All school-issued devices are the sole property of St. Augustine of Canterbury School. Students have no expectation of privacy in the use or contents of these devices. The contents of all school-issued devices are subject to inspection by St. Augustine of Canterbury School faculty and staff, with or without notice and with or without cause.

The use of a school device is a privilege, not a right. Such use may be suspended, terminated, or restricted, with or without cause, and with or without notice, at the sole discretion of St. Augustine of Canterbury School. In the event that privileges are suspended, the student will be responsible for all class assignments.

Device malfunctions are not an acceptable excuse for not submitting work.

- Mobile devices must never be left unattended.
- Mobile devices are not permitted in the Cafeteria during the lunch period or the playground during recess periods.
- School-issued devices must remain free of any writing, drawing, stickers, or labels that are not the property of St. Augustine of Canterbury School.
- Food/liquids/moisture should be kept away from devices as they can cause damage to the devices.
- Devices should always remain within the protective cover, where applicable.
- If a handheld device is placed in a book bag, it should be in a way that avoids placing pressure and weight on the screen.
- Mobile devices are never to be taken into a locker room or school bathroom.
- Music is only allowed on a device at the discretion of the teacher.

School-issued mobile devices are tracked according to serial numbers. Devices are labeled in a manner specified by the school. Students are not to remove labels for any reason.

## **BRING YOUR OWN DEVICE (BYOD) POLICY**

**In order to foster the creation of 21<sup>st</sup> century learning environments, schools may allow students to bring their own technology devices to the classroom for educational purposes. If this decision is made, a school policy and guidelines must be developed and an acceptable use agreement, delineating appropriate behavior, must be signed by the student and the parents. The policy will pertain to: laptops, iPads, tablets, netbooks, cell phones, and “smart” watches with browsing capabilities for educational use only.**

**The device may not be used for: (a) text messaging, (b) game playing, (c) picture taking, (d) email access, or (e) harassment or threatening another person.**

**Students are never required to bring in outside technology to school. All students will continue to be able to utilize school equipment, and no student will be left out of the instructional process.**

### **Grades 6, 7 and 8**

**Cell phones will be handed in to your Homeroom Teacher at the beginning of the day. Please label your cell phone with your name and grade. They will be distributed at the end of the day.**

In order to comply with this policy and the specific guidelines in each school, the following Procedures will be observed:

- Students will only use appropriate technology at teachers' discretions.
- Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
- Students are permitted to access only the school's network through personal devices, not private networks.
- Students will not attempt to gain unauthorized access to the school's network resources. Unauthorized access includes logging in through another person's account or accessing another person's files.
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day.
- Students are not permitted to use any electronic device to record audio, video, or take pictures of any student or staff member without their permission.
- Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

### **Personal Devices**

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindles, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

### **Educational Purposes**

Personally owned devices are permitted for use during the school day for educational purposes only in approved locations. Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use. Students must be aware of appropriateness of communications when using school or personally owned devices.

## **Inappropriate Use**

Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the school community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a student is told to stop sending communications, that student must cease the activity immediately.

Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access the internet via the school's secured wireless network. The school prohibits use of personally owned devices in locker rooms, restrooms, and nurses offices.

Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.

The school reserves the right to monitor, inspect, copy, and review a personally owned device or file when administration has a reasonable suspicion that a violation has occurred.

Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well being of the school is subject to disciplinary action.

## **Liability**

The school shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school. Students bring their own devices to school to use at their own risk. It is the student's responsibility for the upkeep and protection of their devices as follows:

- Personal devices that are broken while at school or during school-sponsored activities

- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

### **Acceptable Use Agreement**

After reading the Policy, parents will sign yearly the “Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form”. [See Appendix - Personally Owned Computing/Network Device Acceptance of Responsibility and Device Use Agreement Permission Form]