



## **Technology and Internet Acceptable Use Policy**

### **Saint Mary School Ridgefield, CT**

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All users, faculty, staff, administrators, and students are expected to exhibit high standards of behavior at all times when using the internet, email, and other technology.

The use of the school's network and the internet is a privilege, not a right. The use of digital devices and internet must be in support of the educational mission and objectives of the Diocese of Bridgeport and Saint Mary School. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at any time. The administration, faculty, and staff may request the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Prior to being given access to the school's digital devices, network and internet, all staff members, as well as students and their parent(s) must return the signed technology Acceptable Use Agreements. These agreements will be completed every year.

System users at school have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in school-owned technology or on the school network. All communications (including email) and information accessible via the network is school property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinators, system administrator supervises the use of the network by students and school personnel. They have access to all files and email and may authorize access as necessary.

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the school network must notify an appropriate authority.

At school, the faculty and staff blend thoughtful use of digital devices and internet throughout the curriculum and provide guidance and instruction to students in their use. The school provides controls and filtering protection on the school's network. Outside of school, families bear responsibility for the education and monitoring of their students in internet and digital device usage. Neither Saint Mary School nor the Diocese of Bridgeport is responsible for inappropriate materials that may appear on the internet.



## **2023 - 2024 Saint Mary School**

### **Acceptable Use Policy for Technology Use Grades K-8**

1. **Be Careful.** Equipment, both hardware and software applications, shall not be abused, modified or damaged in any way. Students will be held financially responsible for all damage resulting from inappropriate use of technology. The installation or downloading of copyrighted software is prohibited. Personalization of school owned equipment, both hardware and software applications is prohibited. This includes screensavers, backgrounds and themes. Settings are not allowed to be altered in any way. Do not download or transmit any file or image that could be potentially harmful. This, along with hacking, is a very serious offense. No playing of music on school equipment unless directed by the teacher. The use of messaging and social media on school owned and issued equipment is prohibited.
2. **Be Safe.** Do not give out personal information or the password to your Saint Mary School Google account. Be sure to log off, disconnect correctly at the end of each session. Never give out your own or another's personal information, name, home address, phone number, or social security number over the internet or any computer network.
3. **Be Honest.** Observe copyright laws. Do not transmit false information, attempt to read or steal anyone else's email or work. Do not transfer commercial software. Not properly citing another person's work is plagiarism. Any use of your school account or school owned/issued equipment to facilitate illegal activity is prohibited.
4. **Be Polite.** Do not insult anyone or use obscene or offensive language in your communications, including personal social media accounts, e-mail. Hate mail, harassment, threatening material, discriminatory remarks, insulting, obscene or sexual language and other antisocial behaviors are prohibited. Any language or behavior that could be considered unkind or mean is prohibited. It may be considered harassment and against the law.
5. **Be Considerate.** Students are expected to promptly begin and end digital sessions as directed by the teacher. While online, students are to use their time purposefully and wisely. When in the school building, students must follow teacher instructions for logging off shared equipment and returning all equipment to its proper place at the end of class. No trespassing into others' accounts, folders, work or files.
6. **Be Alert.** Report any problems or abuses to a teacher.
7. **Be Fair.** Use of your school account and school owned/issued equipment is for curriculum projects and school business only.
8. **Be Moral.** All use of the internet must be consistent with the mission of Saint Mary School. Any other use is strictly prohibited. Use of your school account or school owned/issued equipment to access, send or display any inappropriate/offensive material or material that could be considered illegal or dangerous is prohibited.

9. **Be Kind.** All forms of bullying and cyberbullying are forbidden. Anyone who is a witness or has knowledge of bullying, cyberbullying or retaliation for reporting such incidents should report it immediately to school authorities.
10. **Follow Instructions-** Follow teacher instructions while using all Saint Mary School applications or equipment. Equipment should only be used as directed by the teacher.
11. **Be a Good Digital Citizen.** Students should receive permission from the school community members, which includes permission from the subject's parent(s)/guardian(s) if the community member is under 18 years of age, before recording and/or posting video, audio or images of those community members to the internet or social media sites or texts.
12. **Student-owned technology.** Students must follow all school rules regarding student-owned technology. Students must never use wearable or other technology as a method to access information as an unfair advantage. *Use of Apple or Galaxy watches is not permitted at any time during the school day (please see the Student Handbook).* Students should follow the teacher's direction regarding wearable and other technology during exams, tests, quizzes and other assessments. Students and parents/guardians should be aware that devices are subject to search by school administrators if the device is suspected of a violation of the student code of conduct or is suspected to have been in violation of the Acceptable Use Policy and all applicable policies, handbooks, guidelines and rules as determined by the school. If the device is locked or password protected the student or parent(s)/guardian(s) will be required to unlock the device at the request of a school administrator.
13. **Cell Phones.** Use of cell phones is prohibited during the school day. If a student needs to bring such device, it must stay in his or her backpack for the entire school day. Failure to abide by this will result in immediate confiscation. Parents should contact the principal to make arrangements to pick up the item. Students involved in possession or transmission of inappropriate photos on their cell phones or other electronic devices face suspension and/or expulsion. In accordance with the law, the Ridgefield Police Department will be notified.  
Middle School Cell Phone Policy: Each morning when students arrive at homeroom they will place their cell phones in their designated pocket which will be kept near the teacher's desk. Each student will be assigned a specific pocket by the teacher so that the teacher can keep track of the phones. The cell phones will be kept in the homeroom classroom in the pocket holder for the duration of the school day. They will not move with students from class to class. Teachers will monitor that the cell phones are placed in the holders at the start of the day and remain untouched in those pockets throughout the day. At the end of the day before dismissal, teachers will return the phones to students.