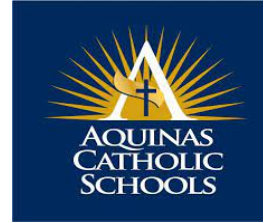


Aquinas Catholic Schools



Acceptable Use Policy for Students

July 2022

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Introduction

Aquinas Catholic Schools recognizes the importance and benefits to education that the availability and usage of a network computer system, access to the Internet, wireless devices and emerging technologies gives teachers, administrators and students. Access to a school's technology equipment, network and wireless systems and other technological devices is intended for use as an educational tool, not for recreational use.

The Internet is a global network, and along with access to computers and people all over the world, comes the availability of material that may not be considered of educational or moral value in a Catholic school setting. However, Aquinas Catholic Schools believes that the information and interaction available on the worldwide network is valuable to teaching. Since anyone may create a web site, information found on the Internet must be scrutinized carefully. A school cannot be held responsible for false or misleading information obtained while online.

To maximize positive student experiences faculty and administrators will make every effort to provide students with the understanding and skills needed to use the Internet and other technologies in ways appropriate to their educational needs and personal safety. School personnel will use a variety of methods to guide students to information and resources consistent with educational and Christian goals. Aquinas Catholic Schools utilizes a filtering system at each school to aid in blocking access to sites inconsistent with educational and Christian goals. Staff, also, supervise students' use of the Internet. Despite its best efforts, the school cannot guarantee that students will not gain access to sites which may be offensive to individual family values. When possible, parents and the community will be partners with a school in its use of technology, and will be informed about their uses in a timely manner.

Please review this Acceptable Use Policy (AUP). You and your child will be required to read and sign the agreement before Internet use or full use of computers is granted in the lab or classroom. Please feel free to contact the school with any questions or concerns regarding the school's use of this Acceptable Use Policy. You are not required to grant permission for your child to use a computer or access the Internet. If you do not wish for your child to have access to the Internet, your child will be assigned an alternative activity in order to complete the lesson. The administration and faculty of Aquinas Catholic Schools firmly believes that technology provides appropriate tools for the educational setting. Also as more and more textbooks and classroom resources become digital, we need to know if your child has or is given access to a computer and the Internet at home. Please indicate on the AUP form whether your child has access to a computer and the Internet.

Confidentiality & Discipline

The school reserves the right to review any materials or files students have access to via the Internet, e-mail, account files, school and personal devices or other technology for their appropriateness in light of legal, ethical and Christian standards. Any violation of this policy is also considered a violation of the general school discipline code as stated in the school student handbook and is subject to school disciplinary action. The privileges of using the computer network, Internet access or other means of technology can be suspended or revoked at any time. Please check each school handbook for additional technology rules/policies.

Care of all Registered Devices

Students are responsible for the care and safe-keeping of the device registered to them.

ACS-owned devices that are damaged or fail to work properly must be taken immediately to the school library or office. It is expected that students will care for the device in a responsible manner. Students will use their registered device throughout their educational experience each school year. In the event of damage or loss, students are responsible for the cost for repair and/or replacement of their registered device and accessories.

General Chromebook Care

- Cords and power bricks will be inserted and removed carefully in Chromebook carts to prevent undue wear and damage.
- Care should be taken to prevent the device cables and accessories from getting wet. This includes accidental food and beverage spills, excess humidity and precipitation. Devices are not allowed in the cafeteria when food and drink are present.
- ACS-owned devices should remain free of personalizing stickers, labels, or markings and should be returned in good working condition no later than the last day of the school year.
- ACS will provide 1(one) protective case for each device and the students must keep the device in the protective case at all times.
- Repairs of any device are to be reported and returned to the appropriate school department for technical support or repaired as soon as possible.

Screen Care

- The screen of the device can be damaged if not properly cared for. The screens are particularly susceptible to damage from excessive pressure on the screen.
- Use only a clean, soft cloth to wipe the screen. Do not use cleansers of any type.
- If carrying a device in a backpack or walking with books, take care that it is placed flat against other items and that it does not receive extreme or uneven pressure against the screen.
- Devices should always be in a closed position while walking from place to place.

Security & Identification

- Devices for Elementary Schools and Middle School must be secured in the Chromebook cart when not in the students possession.
- Devices for High School students should not be stored in a vehicle and should never be left in view inside a vehicle, locked or unlocked.
- It is recommended that students do not set new passwords on their devices. If a password is set, the student should be ready to share with parents/guardians, teachers, administration, and other school employees.
- Each device is registered with ACS including serial numbers, and the school's IP addresses for electronic and manual location.

Student Guidelines for School Device

Acceptable Guidelines

- Use the Internet only when a teacher gives permission and in a way that meets the school's educational and Christian goals. Be polite. Any forms of communication or use that is harmful, vulgar, profane or non-Christian are not allowed.
- Use of computers, the Internet, and other technology devices is for school related activities only. School related activities are assignments or projects given and monitored by a teacher.
- Students should be aware that use of computer files, e-mail, Internet and school/personal devices are not private. The school can access these files for maintenance and monitoring purposes.
- Students are to access only their technology accounts and no one else's for any device, file or on-line accounts Passwords should not be shared with other students.
- Students are to treat the equipment with respect and may not damage or misuse the hardware or software. If you have problems, please ask a teacher or staff member for help.
- When using the Internet for reports, students are to cite Internet sources (or any book, encyclopedia, or magazine) using the bibliography or reference page style adopted by the school. Teachers will instruct students in the use of the computer for research and how to cite the sources.
- Copyright and plagiarism laws will be followed and enforced at all times.
- Class assignments done at home may be printed out at school or displayed on a computer in the following ways to avoid virus problems: CD, flash drive or e-mail.
- Printing access and use of approved and appropriate Internet sites is decided by the administrators, technology directors and teachers/staff of each school
- Students may only use the Internet sites bookmarked on school webpage or as approved on their account browser by a teacher. You may bring suggestions for new web sites, which will be reviewed by the teacher and the media director and added to the school web page and/or bookmarks if appropriate.
- Students are to tell an adult if something on the computer, technology device or in the classroom bothers them in any way.

Unacceptable Guidelines

- Any personal technology or electronic devices (including but not limited to-cell phones, BlackBerrys, i-pods, mp3 players, portable electronic games, SMART phones, SMART watches and tablets) may not be used during the school day except with the permission of school staff (see Wireless Communication Device Policy for additional information).
- The use of any type of social networking sites (e.g. Facebook, MySpace blogs, Webkinz, Runescape) chat rooms, personal email, or instant messaging is prohibited unless a teacher uses this tool as an educational tool for the curriculum. Before or after school use is allowed with teacher permission and supervision only.

Unacceptable Guidelines (continued)

- Students may not write, send, download or install any software programs to or from a school computer or any personal device via the school networks.
- Students may not write, send, download, or display obscene, threatening, harassing or harmful messages or pictures.
- Students may not use school equipment to make purchases, or offer items for sale. The school is not responsible for financial obligations resulting from a student's use of the Internet.
- Practice personal safety. Students are not to share any personal information about themselves, friends, families or any other individual over the Internet or with any technology device.
- Students are not to use another student's device..

Discipline/Consequences

- Students are to obey the rules of conduct as set forth in the school student handbook.
- Failure to comply with the Acceptable Use Policy will result in loss of school technology usage for a time period set by the media director, teacher and/or principal, and/or other consequences as stated in the school student handbook.
- Use of personal technology and school electronic devices during the school day without teacher permission will result in the device being taken from the student.
 - Student personal devices will be sent to the school office where the student may retrieve it at the end of the school day.
 - Second offense of using it during the school day will result in only a parent/guardian being allowed to retrieve the device from the school office (see Wireless Communication Device Policy for additional information).
- Students and their parents/guardians must sign and return the Acceptable Use Policy, available in the school office, for students to have continued access to school technology devices and tools after the date assigned by the Tech Director or School Principal.

Liability

- Students are personally and solely responsible for the security of their ACS device. The school system is not responsible for the theft, loss or damage of a school device. Students should record their device's serial number.

Loss of School Property

- Students are responsible for the loss of computer devices, including any devices that are assigned to them for any period of time. The student will be responsible for the replacement cost of the device if it is not found. Any equipment discovered missing or stolen must immediately be reported to the appropriate school departments and if appropriate the nearest law enforcement agency. Every effort will be made to locate and recover the missing device.

Student Guidelines for Wireless Communication Device (WCD)

The regulation of wireless communication devices (WCDs) on school grounds for appropriate use is to protect students, staff, and the learning environment. The faculty and staff recognize that cellular phones and other personal wireless communication devices have become important tools through which parents communicate with their children. Wireless communication devices include, but are not limited to, cellular and wireless telephones, ipods, e-readers, Smartphones, smart watches, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Acceptable Guidelines

The following apply to both school and student personal devices at all Aquinas Catholic Schools' buildings. Students are permitted to possess personal WCD's on school property so long as the devices used during the instructional day, as directed by each school's rules or school personnel, does not interfere with the learning environment. Please refer to your student(s) school handbook for additional information on how personal WCD's are used in those buildings.

Administrators may authorize individual students to use wireless communication devices for personal purposes when there is a reasonable need for such communication. Teachers and administrators may authorize individual students to use the devices for instructional purposes, provided they supervise the students during such use.

Access to the school's network is available but not guaranteed in all classrooms at all times. All communications made through the school's network are subject to filtering and monitoring. School staff will monitor student use of WCDs in the classroom. The school is not responsible for providing troubleshooting or technical support for personal WCDs.

- **During instruction time**

- Students may use WCDs for educational use during classroom instructional time only as permitted by the classroom teacher.
- Students will access the school's network through the approved networks only when available.
- Students must keep all WCD's sounds muted or off unless given permission from the teacher.
- Printing will be available on a limited basis from WCD's and at staff discretion.
- Students will completely charge personal devices prior to bringing them to school and operate them using battery power while at school. Students are not to charge WCDs while at school.
- Students must have current virus protection software installed on their personal devices if using the school network and agree to keep the software updated on a regular basis

- **At all other times during school hours**
 - High school students are allowed to use their tablets only during study hall, but only for school related activities. Game playing and messaging are not allowed.
 - High school students are allowed to use their WCD's at lunch. During this time, students are allowed to send personal emails and messages.
 - At all other times students must have WCDs powered completely off (not just placed into vibrate or silent mode) and stored out of sight.
 - Students may use WCD's before and after school, at school-sponsored activities, including extended day and other after-school activities provided the use does not interfere with the activity and follows the directives of the school's administration.
 - Students may be disciplined for disruptive or inappropriate behavior related to the possession or use of WCDs at these activities.
 - Refer to your student(s)' school handbook for other policies that are in place concerning WCD's.

Unacceptable Guidelines

- **Students may not:** Use WCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that have been blocked to students at school.
- **Students may not:** Use WCDs at any time and/or place where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, restrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The building principal has authority to make determinations as to other specific locations and situations where use of a WCD is absolutely prohibited.
- **Students may not:** Use WCDs to capture, record, store, send, or transmit the spoken word or visual image (e.g., audio, video, text, or photographs) of any person, including other students or staff members at any time while on school property or at a school-sponsored event without express prior notice and explicit written consent. Using a WCD to take or transmit audio and/or pictures/video of an individual without his/her consent is considered an invasion of privacy and is not permitted.

Discipline/Consequences

- Possession of a WCD by a student is a privilege that any student will forfeit who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. School employees may immediately confiscate any personal wireless communication devices that are on, used, displayed or visible in violation of this policy.
- The following factors should be considered when determining appropriate consequences; Whether the wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any ACS system policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; or (5) in any other manner that would make more severe disciplinary consequences appropriate.

Discipline/Consequences (continued)

- Use of personal technology and school electronic devices during the school day without teacher permission will result in the device being taken from the student. It will be marked in a removable manner with the student's name and held in a secure location in the school's central office. (See Accepted Use Policy for additional information)
- A student's wireless communication device and its contents, including, but not limited to, text messages and digital photos, may be searched whenever a school official has reasonable grounds for suspecting that the search will provide evidence that the student has violated or is violating a law, ACS Accepted Use Policy, the Code of Student Conduct or a school rule. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his or her wireless communication device. The scope of such searches must be reasonably related to the objectives of the search and not excessively intrusive in light of the nature of the suspected infraction.
- Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity. A student may lose his/her privilege to bring a WCD to school for a designated length of time.

Liability

- Students are personally and solely responsible for the security of their wireless communication devices. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication. Students should record their device's serial number. Additional warranties and tracking software is recommended.

Loss of Property

- Students are responsible for the loss of computer devices, including any wireless devices that are assigned to them for any period of time. The student will be responsible for the replacement cost of the device if it is not found. Any equipment discovered missing or stolen must immediately be reported to the appropriate school departments and if appropriate the nearest law enforcement agency. Every effort will be made to locate and recover the missing device.

***This Accepted Use Policy is enforced at all Aquinas Catholic Schools buildings.
Each school building also has additional rules and policies.
Please consult each school's handbook.**

Google Suite & Email Acceptable Use Policy

- Students of Aquinas Catholic Schools have access to the Google program G Suite for Education. The Google Suite includes Docs, Sheets, Slides, Calendar, Gmail, Classroom and many other collaborative tools. Additionally, this suite of applications is available in “the cloud”, which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer. Finally, a student’s G Suite login allows them to access our classroom mobile devices.
- In order to create a safe, effective way for students and staff to communicate with one another, Aquinas Catholic Schools issues each student a G Suite account under the domain @aquinasschools.org. Students access their account using the Gmail App or signing in via the Google search engine via any browser. Access to using email via the Gmail App is only available to ACS staff, and to high school students as of the 2017 school year.
- Aquinas Catholic Schools is required by the Child Internet Protection Act (CIPA) to have measures in place to protect students from harmful materials. As such, Aquinas Catholic Schools takes the following steps with student email usage:
 - Students **only** email staff and other students in the Aquinas Catholic Schools domain. They cannot send emails to any address that does NOT end in @aquinasschools.org. This applies to receiving emails as well. All email to students from outside of Aquinas Catholic Schools is blocked.
- Aquinas Catholic Schools also has the duty to abide by the Children’s Online Privacy Protection Act (COPPA), which limits companies from collecting personal information from children under 13. To meet this duty, Google advertising is turned off for all G Suite for Education users, both staff and students. No personal information is collected while students are utilizing the Google Apps core suite including Gmail, Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites. Aquinas Catholic Schools will act in accordance with the Family Education Rights and Privacy Act (FERPA) and not use the Google Apps for Education suite to publish any confidential student records for online public view. Additionally, parents have the right at any time to investigate the contents of their student’s email account, and/or their student’s G Suite for Education files. School staff are responsible for monitoring a student’s behavior online during the school day, while parents take over that responsibility at home. Students are responsible for their behavior at all times. Students that adhere to proper use of G Suite for Education, including email (if applicable), will do so by demonstrating the following behavior:
 - Students will have no expectation of privacy with their G Suite account, and thus should remain committed to using it academically and professionally.
 - Students will avoid, at all costs, using their G Suite for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
 - Students will not post personal contact information about themselves or other people.

Google Suite & Email Acceptable Use Policy (continued)

- Students will inform a member of the Aquinas Catholic Schools staff should they receive any message that is inappropriate or makes them feel uncomfortable.
- Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.
- Access to, and the use of, G Suite for Education is considered a privilege and benefit to students in our school. Aquinas Catholic Schools maintains the right to revoke the access and use of the G Suite for Education, including Gmail, where the school has reason to believe violations of law or school policy have occurred. Under normal circumstances, the school will follow the discipline process outlined in the school's student handbook.
- Student Google Apps for Education Agreement is part of the Accepted Use Policy agreement that students and parents sign. The school office has these forms available. For grade levels using Google Suite & Emails, the form **MUST BE SIGNED BY THE STUDENT** “ I have read the terms and conditions of this policy and I agree to follow them”. The form **MUST BE SIGNED BY PARENT** or **GUARDIAN** which gives parental consent for Aquinas Catholic Schools to provide personal student identifying information (first and last name, user name) to G Suite for Education.

Guest Use of Wireless Communication Device (WCD)

Aquinas Catholic Schools allows visitors to access the wireless network as a guest. The following apply both to school and personal devices, used by all students, faculty, staff, contractors, consultants, temporary employees, guests, volunteers, and other members of Aquinas Catholic Schools community, including those affiliated with third parties, who access or in any way make use of the wireless network. All of these individuals are responsible for also familiarizing themselves with the ACS Acceptable Use Policies for Technology and Wireless Devices.

Wireless will be available to guests as allowed by Aquinas Catholic Schools. Students will be disciplined for disruptive or inappropriate behavior related to the possession or use of wireless communication devices at these activities.

Responsibilities of Users

- The regulation and monitoring of wireless communication devices (WCDs) on school grounds is to protect students, staff, and the learning environment.
- Wireless communication devices include, but are not limited to, cellular and wireless telephones, ipods, e-readers, Smartphones, smart watches, WiFi-enabled or broadband access devices, two-way radios or video broadcasting devices, laptops, and other devices that allow a person to record and/or transmit, on either a real time or delayed basis, sound, video or still images, text, or other information.

Guest Use of WCDs (continued)

- Use of web sites blocked to students at school are not to be accessed on WCDs on school property or at a school-sponsored activity.
- Use of WCDs are not to be utilized at any time and/or place where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, and restrooms. Administration has authority to make determinations as to other specific locations and situations where use of a WCD is absolutely prohibited.
- Using a WCD to capture, record, store, send, or transmit the spoken word or visual image of an individual without his/her consent is considered an invasion of privacy and is not permitted while on school property or at a school-sponsored event without consent of the individual.
- The following factors are considered when determining appropriate consequences. The wireless communication device was used (1) to reproduce images of tests, obtain unauthorized access to school information or assist students in any aspect of their instructional program in a manner that violates any ACS system policy, administrative regulation or school rule; (2) to bully or harass other students; (3) to send illicit text messages; (4) to take and/or send illicit photographs; (5) in any other manner that would make more severe disciplinary consequences appropriate.
- Violations of this policy may result in disciplinary action and/or confiscation of the WCD. The administration may also refer the matter to law enforcement if the violation involves an illegal activity. The school system is not responsible for the theft, loss or damage of a cellular phone or other personal wireless communication.