Computer User Policies, Middle School, St. Gerard Majella School 2020-21

The school's information technology resources, including Internet access, are provided for educational purposes. The Internet, computers, and other electronic devices give students access to information, and allow them to collaborate with others. The advantages of using digital tools far outweigh the risks. Nevertheless, St. Gerard Majella School is aware of the hazards of websites with objectionable material, and the potential for online harassment of students.

With the privilege of using these comes the responsibility to use them ethically. In order to protect students, we have established these acceptable use procedures. The student and the school share responsibility for safe, ethical, and productive use of the Internet, electronic media, and devices.

St. Gerard Majella School will

- Provide access to the Internet, computers, and other electronic devices.
- Provide the opportunity for students to use technology to work together, solve problems creatively, and develop search skills.
- Ensure that filtering is in place to block inappropriate material, including websites that are offensive, obscene or pose a security risk.
- Ensure that no recognizable photos with full names of students appear on websites or social media sites operated by the school.
- Teachers will provide guidelines for use of the Internet and monitor the use of technology.
- Teachers will inform students of their rights and responsibilities toward electronic media.

Students must

1. Respect and protect the privacy of others.
    - Use only assigned accounts.
    - Not view, use, or copy passwords, data, or networks to which they are not authorized.
    - Not distribute private information about others or themselves.
    - Not send anonymous messages of any kind.
    - No personal addresses, personal phone numbers, or last names of students may be published on the Internet.
    - Not share videos, recordings, or images that include students or teachers of St. Gerard Majella School online unless given permission to do so.
    - Not use the camera or video recording capabilities of the laptop, Chromebook, or iPad unless given permission to do so.
2. Respect and protect the availability, and security of all electronic resources.
    - Report email phishing, problems with account security or technology violations to a teacher or administrator.
    - Not destroy or damage files, devices, networks, or other resources or purposely make them more difficult to use.
    - Not damage laptops, laptop, Chromebook, or laptop, Chromebook, or iPads, or other devices on purpose or through careless behavior.
    - Not change the operating system, preferences or settings of computers or install software without permission.
    - Not make use of software or extensions that bypass the school's Internet filter or network security.
3. Respect and protect the intellectual property of others.
    - When working together with others, the student should not remove or change the contribution of a teammate without the agreement of the group.
    - Not infringe copyrights, that is, do not make copies of music, games, or movies without permission of the owner of the material.
    - Not plagiarize, that is, use the words or work of another without giving proper credit.
    - Files created with school equipment and school Google accounts are the property of the school and may not be deleted or altered without expressed permission of the school.
4. Respect and practice the principles of community.
    - Communicate online in ways that are kind and respectful.
    - If the student chooses an image to attach to his or her profile of the school Google account, it must be appropriate.

Signed copy will remain on file at St. Gerard Majella School.

- Report electronic messages that are uncomfortable, including bullying, threats, or disturbing images to a teacher or administrator.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are offensive, threatening, rude, discriminatory, or meant to harass).
- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use resources to do things that are criminal or violate the school's code of conduct.
- Not buy, sell, or advertise unless approved as a school project.
- Always give credit to the source of information or images, and never copy without permission.

Students may, if in accord with the above

1. Design and post web pages and other material from school resources.
2. Use direct communications such as email, online chat for educational purposes, with a teacher's permission.
3. Use the resources for any educational purpose.

Use of Google Meet, websites, blogs, wikis, podcasting and other web tools

Online communication is critical to our students' learning. Tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression.

- Google Meet should be used to assist in student learning by seeing teachers face-to-face and engaging with peers. Students should be respectful to speakers and the teacher in the Meet, use the chat feature responsibly to ask questions and not distract, use the camera and microphone responsibly, be attentive in dress and behavior, and follow all SGM protocols for online and academic expectations.
- Interactive uses of the Internet, classroom blog, Gmail, podcast projects, photo posting or editing, or other web use must follow the Internet safety guidelines outlined above.
- No personal addresses, personal phone numbers, or last names of students may be given out on the Internet.
- Students should not share their username or password with anyone except their parents.

Use of cell phones or other wireless devices

- Cell phones may not be used during the school day without teacher permission.
- For class projects, some students may wish to use the camera of the cell phone. This is permitted if parents and the student have signed and returned the St. Gerard Majella Cell Phone User Policy and the use is for an educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources, or suspension from school. In severe cases, disciplinary action as stated in the student handbook will apply.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with these procedures. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

_____   _____
Student signature   Date

_____
Please print your first & last name.

_____   _____
Parent/Guardian signature   Date

Signed copy will remain on file at St. Gerard Majella School.

Take Home Copy
Computer User Policies, Middle School, St. Gerard Majella School 2020-21

The school's information technology resources, including Internet access, are provided for educational purposes. The Internet, computers, and other electronic devices give students access to information, and allow them to collaborate with others. The advantages of using digital tools far outweigh the risks. Nevertheless, St. Gerard Majella School is aware of the hazards of websites with objectionable material, and the potential for online harassment of students.

With the privilege of using these comes the responsibility to use them ethically. In order to protect students, we have established these acceptable use procedures. The student and the school share responsibility for safe, ethical, and productive use of the Internet, electronic media, and devices.

St. Gerard Majella School will

- Provide access to the Internet, computers, and other electronic devices.
- Provide the opportunity for students to use technology to work together, solve problems creatively, and develop search skills.
- Ensure that filtering is in place to block inappropriate material, including websites that are offensive, obscene or pose a security risk.
- Ensure that no recognizable photos with full names of students appear on websites or social media sites operated by the school.
- Teachers will provide guidelines for use of the Internet and monitor the use of technology.
- Teachers will inform students of their rights and responsibilities toward electronic media.

Students must

5. Respect and protect the privacy of others.
   - Use only assigned accounts.
   - Not view, use, or copy passwords, data, or networks to which they are not authorized.
   - Not distribute private information about others or themselves.
   - Not send anonymous messages of any kind.
   - No personal addresses, personal phone numbers, or last names of students may be published on the Internet.
   - Not share videos, recordings, or images that include students or teachers of St. Gerard Majella School online unless given permission to do so.
   - Not use the camera or video recording capabilities of the laptop, Chromebook, or iPad unless given permission to do so.
6. Respect and protect the availability, and security of all electronic resources.
   - Report email phishing, problems with account security or technology violations to a teacher or administrator.
   - Not destroy or damage files, devices, networks, or other resources or purposely make them more difficult to use.
   - Not damage laptops, laptop, Chromebook, or laptop, Chromebook, or iPads, or other devices on purpose or through careless behavior.
   - Not change the operating system, preferences or settings of computers or install software without permission.
   - Not make use of software or extensions that bypass the school's Internet filter or network security.
7. Respect and protect the intellectual property of others.
   - When working together with others, the student should not remove or change the contribution of a teammate without the agreement of the group.
   - Not infringe copyrights, that is, do not make copies of music, games, or movies without permission of the owner of the material.
   - Not plagiarize, that is, use the words or work of another without giving proper credit.
   - Files created with school equipment and school Google accounts are the property of the school and may not be deleted or altered without expressed permission of the school.
8. Respect and practice the principles of community.
   - Communicate online in ways that are kind and respectful.
   - If the student chooses an image to attach to his or her profile of the school Google

account, it must be appropriate.
- ○ Report electronic messages that are uncomfortable, including bullying, threats, or disturbing images to a teacher or administrator.
- ○ Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are offensive, threatening, rude, discriminatory, or meant to harass).
- ○ Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- ○ Not use resources to do things that are criminal or violate the school's code of conduct.
- ○ Not buy, sell, or advertise unless approved as a school project.
- ○ Always give credit to the source of information or images, and never copy without permission.

Students may, if in accord with the above

4. Design and post web pages and other material from school resources.
5. Use direct communications such as email, online chat for educational purposes, with a teacher's permission.
6. Use the resources for any educational purpose.

Use of Google Meet, websites, blogs, wikis, podcasting and other web tools

Online communication is critical to our students' learning. Tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression.
- ● Google Meet should be used to assist in student learning by seeing teachers face-to-face and engaging with peers. Students should be respectful to speakers and the teacher in the Meet, use the chat feature responsibly to ask questions and not distract, use the camera and microphone responsibly, be attentive in dress and behavior, and follow all SGM protocols for online and academic expectations.
- ● Interactive uses of the Internet, classroom blog, Gmail, podcast projects, photo posting or editing, or other web use must follow the Internet safety guidelines outlined above.
- ● No personal addresses, personal phone numbers, or last names of students may be given out on the Internet.
- ● Students should not share their username or password with anyone except their parents.

Use of cell phones or other wireless devices

- ● Cell phones may not be used during the school day without teacher permission.
- ● For class projects, some students may wish to use the camera of the cell phone. This is permitted if parents and the student have signed and returned the St. Gerard Majella Cell Phone User Policy and the use is for an educational purpose.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources, or suspension from school. In severe cases, disciplinary action as stated in the student handbook will apply.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with these procedures. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

For more information, see www.cybercrime.gov.
As per school board policy for electronic media, 2006.

Signed copy will remain on file at St. Gerard Majella School.