

Student Technology and Internet Acceptable Use Policy

The schools in the Diocese of Youngstown, acquire, develop and maintain devices, computers, computer systems and networks (information and communication resources) as a part of our mission to promote excellence in education. We foster the enhancement of students' productivity, efficiency and effectiveness with communication, resource sharing and innovation in education. Further, the use of computers, devices, systems and the communication with, to and about all community members requires digital citizenship, respectful and ethical behavior based on the teachings and moral principles of the Roman Catholic Church. All users are subject to legal requirements as well. To access computer systems and networks, all Diocese of Youngstown students and their parents or guardians are required to sign the Student Technology and Internet Acceptable Use Policy to agree to compliance with its code of practice.

The Diocese of Youngstown and its schools endeavor to protect users from illegal or damaging actions by individuals, either knowingly or unknowingly. Although no set of policies and procedures can state rules to cover all possible situations, the schools in the Diocese make efforts to protect the users and its system through educating students about Internet safety. The Diocese of Youngstown and its schools has taken available precautions to use firewalls and filters to restrict/limit access to controversial materials and also has alerted students to the risks of the Internet and the use of computer/telecommunications devices; however, on a global network it is impossible to control all communication and materials. We are in compliance with the *Child Internet Protection Act and The Protecting Children in the 21st Century Act*.

Student's responsibility for ethical and moral behavior, maintaining the *security* of user's privacy, the integrity of the network system, files, databases and services, *academic integrity*, *posting* and *publishing* and legal concerns are addressed in this policy. The policy applies to all users of the Diocese of Youngstown's Catholic schools' technology resources whether on diocesan property or from remote locations when the operations of the school are adversely affected.

In addition, the diocesan Student Technology and Internet Acceptable Use Policy any student use of the Internet on school property is governed by the policies of the Office of Catholic School's Student Code of Conduct in the Administrator's Handbook and the local school's policies

The Student Technology and Internet Acceptable Use Policy applies to accessing the Internet through the school network, whether equipment is owned by the school *or the student/student's family* when using personally owned devices (e.g. using personal data plans such as 3G, 4G networks). (See link to Ohio Revised Code § [3314.21](#))

Privileges

The use of school Internet accounts and equipment is a privilege and may be revoked for misuse or violation of policies by the principal, technology coordinator or another designated school official.

Regulations and Guidelines for Security and Safety

As a student of the Diocese of Youngstown I agree to not:

- Interfere with or adversely impact the operations of the school, as determined by school administration, by using technologies to bully, tease, embarrass, offend, proposition, threaten, harass, deceive, or intimidate other people whether directly or as a forwarded message (cyber-bullying). See link to Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#)
- Bypass or attempt to bypass school security software or attempt to use an alternate server including personal data plans.
- Access or attempt to access school record-keeping software, including, but not limited to, online grade books, attendance software, report card/transcript software or records.
- Access or attempt to access the files or accounts of another student, a teacher, administrator or another school employee.
- Access or attempt to access unauthorized computers, websites, or information databases (e.g. hacking, cracking, phishing, etc.)
- View violent or obscene inappropriate material. If there is an accidental access to a site with inappropriate content the student must notify the teacher or adult supervising immediately in order to avoid consequences.
- Install, load, or execute any computer programs and/or files not authorized by a responsible school official.
- Damage, destroy, or remove any piece of hardware without proper authorization.
- Delete files or the work of another student, teacher, school employee, or the school without permission.
- Deny or attempt to deny school officials access to student files or work.
- Copy any copyrighted material, including text, music, software, files, pictures, or graphics from any Internet or software source in violation of United States Fair Use copyright laws including violating license agreements, copy disks, CD-ROMs, or other protected media.
- Access social networking sites or gaming sites, except for educational purposes and with the permission and supervision of a responsible school employee.
- Send personal information about myself or others; attempt to open files or follow links from unknown or untrusted origin; use inappropriate language; and will only communicate with other people as allowed by the school policy or the teacher.
- Use someone else's password and, if offered, use email accounts other than those created by the local school computer network when communicating for educational purposes.
Students must take care to safeguard passwords and access protocols. As soon as students are aware of or suspect any breach of an account, they must notify a teacher, administrator or technology coordinator of the suspected breach.

The schools' administrators in the Diocese of Youngstown reserve the right to monitor, inspect copy, review and store, at any time and without notice, any and all uses of the computer network and Internet access that is shared on school systems whether using personally owned technologies or school owned.

Academic Dishonesty

The following actions are considered to be cheating, and the consequences for academic cheating may also apply in addition to consequences stated.

As a student of the Diocese of Youngstown I agree to not:

- Access websites or apps when taking online quizzes or tests without the teacher's prior approval.
- Use an electronic device during a quiz or test without the teacher's prior approval.

- Transmit or share information about or images of quizzes or tests through texting, photography, or any other electronic means without the teacher's prior approval.

Publishing

As a student of the Diocese of Youngstown I agree to not:

- Take pictures, record video and/or audio while on school property, then use and/or publish a photograph, image, video, personal information or likeness of any student, or employee without the express permission of the student, faculty staff or school official, and persons involved. (Parental permission is also required when taking pictures of fellow students and then publicly posting them. Students should be careful to not share personally-identifying information online.) See link to the Children's Online Privacy Protection Act and to Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#)
- Use names, initials, logos or representations of students, faculty staff or other individuals on websites, blogs, wikis or similar formats that, in the determination of the school administration, are degrading, lewd, threatening or inappropriate, including but not limited to, comments, cartoons and jokes.

In the event the school administration learns of inappropriate defamatory, threatening information involving the employees or the Diocese of Youngstown, on sites such as, but not limited to, Twitter®, MySpace®, FaceBook®, Xanga®, the school will exercise every disciplinary and legal measure deemed appropriate, including involvement of law enforcement officials, suspension, or recommendation for expulsion of the student(s) involved.

Students, keep in mind that nothing in a text message, email or posted on the Internet is considered private. High school students should be aware that employers, college admissions directors and recruiters look at students' Internet posts when considering applicants.

Violations of this Acceptable Use Policy

The school will allow every opportunity for a fair and reasonable consequence for infractions of the Student Technology and Internet Acceptable Use Policy. Disciplinary action will be taken when, on school property, vandalism has occurred or when students or staff are harassed or bullied via technology that is used for public scandal that adversely interferes with the operation of the school in regard to the morale and/or safety of the students and staff, the reputation of the school, or an action involves criminal behavior. Consequences may include but are not limited to: detentions, termination of Internet or technology privileges, revocation of financial aid and scholarships, suspension, expulsion or other school-determined consequences. Behavior that occurs on or off school property can be considered for investigation and consequence when meeting the conditions above. There is no reasonable expectation of privacy in e-mail, social media, or Internet sites used or visited in a school or parish. A referral to legal counsel, law enforcement and other social service agencies will be made as deemed appropriate or necessary by the school officials.

(Shaughnessy and Huggins. [Internet and Social Media: A Legal Guide for Catholic Educators](#) National Catholic Education Association, Arlington, VA 2012.)

Liability

The Diocese of Youngstown and its schools will not be responsible for damage or harm to any personal devices, files, data or hardware brought to school by students. The Diocese of Youngstown and its schools will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network or for any transactions in violation of this Student Technology and Internet Acceptable Use Policy.

Permission to Use the Internet

The Student Technology and Internet Use Policy Agreement must be signed by students in fourth through twelfth grade. In addition, a parent or guardian must sign permission for any student to use technology and the Internet at school and agree to the terms of the Student Technology and Internet Use Policy Agreement before a student gains access.

If as a parent or guardian you do not consent to having your student use technology, have Internet access or have their picture or a video taken in school, you may verify that information by sending a written letter stating such.

Links

<http://transition.fcc.gov/cgb/consumerfacts/cipa.pdf> Children's Internet and Protection Act and Protecting Children in the 21st Century Act

Ohio Revised Code [ORC § 3314.21](#) on web filtering

Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#) on cyber-bullying

<https://www.ohioabar.org/ForPublic/Resources/LawFactsPamphlets/Pages/LawFactsPamphlet-23.aspx> See “**What should I know about my children's Internet use?**”

<http://www.coppa.org/coppa.htm> See part (4) (A) and (B) Children's Online Privacy Protection Act (COPPA)

<http://www.copyright.gov/fls/fl102.html> Copyright Law and United States Fair Use

Diocese of Youngstown
Office of Catholic Schools

Student Technology and Internet Acceptable Use Policy Agreement

I understand that when I am using the Internet or any other computer or communication device, I must respect myself, others and the property, adhere to all policy regulations and rules of courtesy, etiquette and laws as prescribed by either federal, state, or local laws, and the Diocese of Youngstown and _____ rules and policies.
(school/city)

I understand that Internet access or school network access, whether in school or through remote connections, is provided for educational purposes only. I understand and agree to abide by the guidelines of this Student Technology and Internet Acceptable Use Policy for the Catholic Schools in the Diocese of Youngstown.

_____ Date ____/____/____
(to be signed by students grades 4 and up)

Room/Homeroom Number _____ Grade _____ Age _____

**Parent and Guardian
Student Technology and Internet Acceptable Use Policy Agreement**

I will instruct my child regarding any risks, responsibilities and regulations that are outlined by the Student Technology and Internet Acceptable Use Policy for the Catholic Schools of the Diocese of Youngstown. I will emphasize to my child the importance of following rules for personal safety and security and the safety and security of others.

As the parent or guardian of this student, I have read the Student Technology Internet Acceptable Use Policy and Internet access for the Catholic Schools of the Diocese of Youngstown and agree to its terms.

I hereby give my permission for _____ to
(student's name)

use technology at school and the Internet. I understand that my child has agreed not to access inappropriate material on the Internet, damage property or cause others harm.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: ____/____/____