



CI-30 Student Technology and Internet Acceptable Use Policy

The schools in the Diocese of Youngstown, acquire, develop, and maintain devices, information and communication resources, systems, and networks as a part of our mission to promote excellence in education. The following policy aims to ensure that safety and privacy are regarded and students' educational experiences are enhanced through the use of technology. It is the belief of the Diocese that students' productivity, efficiency, effectiveness, creativity, and the preparation for future studies and endeavors is achieved through innovative practices while using technology.

Protecting users and school resources requires respectful, moral, and ethical behavior characteristic of the teachings and principles of the Roman Catholic Church. This policy specifies the expectations that allow for a safe, and courteous environment, where academic integrity is honored, and respectful behavior is demonstrated in regard to communication with members, and the use of school devices, resources, and the components of the network, both locally and globally. The policy also addresses legal responsibilities of members** and institutions.

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 and by using firewalls and filtering software. We are in compliance with the *Child Internet Protection Act* and *The Protecting Children in the 21st Century Act*. However, no system or network is considered full-proof.

Important Considerations

- Technology resources are to be used for educational purposes only.
- Local school's policies, related Diocesan policies, and the Student Code of Conduct concurrently apply.
- Users are subject to legal requirements as well. (See link to Ohio Revised Code §§ [2917.21\(A\)](#), [2913.01\(Y\)](#))
- The policy applies to access to the Internet through the school network whether equipment is owned by the school *or the student or student's family*.
- The policy applies to access to the Internet with personally owned devices with personal data plans (i.e. 4G and 5G networks).
- Students are responsible for all activity performed using *a personal login* or account, *whether or not they were the user*. Therefore, students must take care to *safeguard passwords* and follow procedures. If students become aware of, or suspect any breach of an account, they must notify a teacher, administrator, or technology coordinator of the suspected breach.
- In some instances, the policy applies to technology resources whether or not on school property. (See the section: Violations of the Acceptable Use Policy)
- Students are to refrain from posting material on social media that may adversely impact school operations, and/ or disrupt the school environment.
- Students and a parent or guardian, as stated, are required to sign the Acceptable Use Policy Agreement in order to agree with compliance of the code of practice.

- use a device while taking a quiz or test without a teacher's prior approval.**
- transmit or share information or images of quizzes or tests through texting, photography, or any other electronic means without a teacher's prior approval.**
- access or attempt to access private school record-keeping software, including, but not limited to, online grade books, attendance software, report card/transcript records.**
- delete files, deny or attempt to deny school member* from gaining access to their files or work.
- use the intellectual property of others including fellow students or teachers, to share, copy, plagiarize, and/or profit, without proper citation and express permission from the owner.
- use 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.
- violate program or software license agreements (i.e. modify, copy, share protected media).

Related to Network and Systems Stability and Privacy

By signing this policy, a student of the Diocese of Youngstown agrees to not:

- attempt to open files or follow links from an unknown or untrusted origin.
- remove, install, load, or execute programs and/or files not expressly authorized by the school official responsible.
- remove, move, alter or add equipment without express authorization from the school official responsible.
- access or attempt to access unauthorized devices, accounts, websites, or information databases (e.g. hacking, cracking, phishing, etc.).
- damage, destroy, or remove any piece of hardware, program, or network equipment without proper authorization. This includes willfully disseminating computer viruses.
- attempt to interfere with network transmissions or change system configurations.

Students, keep in mind that nothing in an 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.

Teaching staff and administration has the right to deny a student access to applications provided by the school that are used for collaborative projects and social networking if conduct is offensive, interferes with student learning, or affects fellow students' well-being.

School and diocesan administrators reserve the right to monitor, inspect, copy, review, save and store any information on devices and the computer systems and network including Internet data shared on the school systems and network, at any time and without notice, whether using personally owned or school owned technologies.

*Student, school or diocesan staff

** Consequences for academic cheating may also apply.

Violations of this Acceptable Use Policy

School officials will strive for a fair, reasonable, and appropriate disciplinary action for infractions of the Student Technology and Internet Acceptable Use Policy. Disciplinary action will be taken when, violations are intentional, school members* are 'cyberbullied', vandalism has occurred, or any action involves criminal behavior. Consequences may include but are not limited to: detention, termination of Internet or technology privileges, revocation of financial aid and scholarships, suspension, expulsion, or legal referral. Behavior that occurs on or off school property can be considered for investigation and consequence when it interferes with, adversely impacts school operations, or disrupts the school environment.



Office of Catholic Schools

Permission to Use the Internet

The Student Technology and Internet Use Policy Agreement form must be signed by parents for all students in grades K-12 before a student gains access to school technology and the Internet at school.

In addition, students in grades 4 through 12 must also sign the policy. If, as a parent or guardian, you do not consent to having your student use technology or have Internet access at school, please verify that information by sending a written letter to the school.

Student Technology and Internet Acceptable Use Policy Agreement

I have read and understand the enclosed policy. I understand that internet access and technology use is a privilege and is provided by the school for educational purposes only. I agree to abide by the guidelines of this Student Technology and Internet Acceptable Use Policy in regard to school technology, networks and systems, internet safety and security, internet courtesy and etiquette and to rules set forth by

_____, the Diocese of Youngstown, local, state and federal laws.
(school name)

(To be signed by students grade 4 and up) Date ____/____/____

Room/Homeroom Number _____ Grade _____ Age _____

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

I agree to instruct my child regarding risks, responsibilities, and regulations 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 The Student Technology and Internet Use Policy Agreement 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 the Internet and school technology. I understand that my child has agreed to follow Internet safety and security guidelines for self and others and to not willfully cause others harm and damage school property.

Parent/Guardian Name: _____

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