



Technology and Internet Acceptable Use Policy (AUP)

Diocese of Bridgeport Catholic Schools Grades PK-8

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. Technology use should recognize and support the unique Catholic mission of the school by speaking, acting and instructing, consistent with the teachings of the Catholic church.

The use of the school's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at school must be in support of the educational mission and objectives of the Diocese of Bridgeport Catholic Schools and NAME OF SCHOOL. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, as well as all applicable policies, handbooks, guidelines and rules as determined by the school, the school administrator(s) will deem what is inappropriate use and his/her decision is final. In addition, the school administrator(s) has/have the right to close an account at any time. The administration, faculty, and staff may request the school administrator(s) deny, revoke or limit specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited unless approved by the administration.

Non-academic activities on devices during school hours are prohibited. This includes, but is not limited to, downloading music, games, video clips and personal material. Students may not be on websites that are unrelated to school work during school hours. A violation of this rule may result in disciplinary measures determined by school administration based on the offense.

Prior to being given access to the school's devices and Internet, all students and their parent(s)/guardian(s) must return the signed technology and Internet Acceptable Use Policy. These agreements will be completed every year.

Students in grades PK-8 will use school accounts only to access Google Apps and other software applications used by the school.

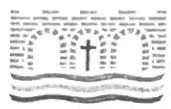
System users at school have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in school-owned devices or systems. All communications (including email) and information accessible via the network is school property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinator or system administrator supervises the use of the network by students and school personnel. He/she has 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 school authority.

At school, the faculty and staff blend thoughtful use of computers 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. However, no tool is foolproof, and users may accidentally or incidentally encounter inappropriate material. If this does happen, the user must end the connection immediately and report the incident to a teacher or school administrator.

Outside of school, families bear responsibility for the education and monitoring of their students in Internet and computer usage. Neither the Diocese of Bridgeport Catholic Schools nor NAME OF SCHOOL is responsible for inappropriate materials that may appear on the Internet.



**DIOCESE OF BRIDGEPORT
CATHOLIC SCHOOLS**
FORMING hearts. ILLUMINATING minds. TRANSFORMING lives.

Diocese of Bridgeport Catholic Schools Acceptable Use Policy for Technology Use Grades PK-8

- 1. Be Careful.** Equipment, both hardware and software, 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 equipment, both hardware and software, is prohibited. Only school sanctioned apps and extensions are allowed on school provided devices. No screensavers, nor background settings are allowed to be altered in any way. Do not download or transmit any file without permission. This, along with hacking, is a very serious offense. No playing of music, videos or games on school equipment unless directed by the teacher.
- 2. Be Safe.** Do not give out personal information or password to your school Google Drive account or any other school account of yours or any other individuals. Be sure to log off and disconnect correctly at end of 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. Be sure your account is secure if the device is left unattended.
- 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 the Internet/network to facilitate illegal activity is prohibited.
- 4. Be Polite.** Do not insult anyone or use obscene or offensive language in your communications, including e-mail or apps. 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.** Do not waste on-line time or school resources. No trespassing into others' folders, work or files.
- 6. Be Alert.** Report any problems or abuses to a teacher.
- 7. Be Fair.** Network use is for curriculum projects or school business only. Student accounts should be used for school assigned or sanctioned communications only and not for personal use.
- 8. Be Moral.** All use of the Internet/Network must be consistent with the mission of the Diocese of Bridgeport Catholic Schools and NAME OF SCHOOL. Any other use is strictly prohibited. Use of the Internet/network 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 NAME OF SCHOOL equipment. Equipment should only be used as directed by a teacher.

11. Be a Good Digital Citizen. Students should receive permission from the school community members, which includes permission from 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 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. 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.