

Student Name: _____ Homeroom Teacher: _____

Saint James School

Internet Safety & Acceptable Use Policy (AUP) For Students

Saint James School provides computers, networks, and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. We believe that the resources available through the internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the internet requires that Saint James School establish reasonable controls for lawful, efficient, and appropriate use of the technology.

Student use of school computers, networks, and internet services is a privilege, not a right. Students are required to comply with this policy and the accompanying rules. Students who violate the policy and/or rules may have their computer privileges revoked and may be subject to further disciplinary and/or legal action.

All school computers remain under the control, custody, and supervision of Saint James School. The school administration reserves the right to monitor all computer and internet activity by students. Students will have no expectation of privacy in their use of school computers.

While reasonable precautions will be taken to supervise student use of the internet, Saint James School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of school policies/procedures and rules. The school is not responsible for the accuracy or quality of information that is obtained through the internet.

Before a student is allowed to use school computers and internet services, the student and the student's parent/guardian must sign and return the Internet Safety and Acceptable Use Policy For Students form. The school will retain the signed acknowledgement. This document needs to be signed annually.

Policies, Rules, & Expectations

Saint James School has specific policies and rules regarding student use of technology services (Internet, Chromebooks, iPads, Computer Lab, etc) and Personal Electronic Devices (Smart Watches, Cell Phones, Tablets, Laptops, Chromebooks, etc). Technology Services for this policy include but are not limited to the Internet, social networking sites, personal web-pages, blogs, email, electronic storage media usage, etc.

Student access to the school's computers, networks, and technology services are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals.

Students are further expected to comply with these rules and all specific instructions from their teacher or other supervising staff member/volunteer when accessing the school's computers, networks, and Technology Services. Students wishing to use school facilities to access technology services must agree to abide by the following rules.

These rules are intended to provide general guidelines, but do not attempt to state all required and prohibited activities by users. **Student use of the school's computers, networks, and Technology Services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action.** The building principal shall have the final authority to decide whether a student's privileges will be denied or revoked.

******Parents/Guardians and Students, please initial next to each numbered item******

1. You must have teacher permission to use technology devices and programs.
2. You should only use school devices and programs/applications for educational purposes, whether you are using the device in school or outside of school while distance learning.
3. Use of Technology Services to access or reproduce, forward or download inappropriate material is prohibited. There will be no accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying of materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, and/or illegal.
4. Pictures and videos can only be taken with the consent of those in the picture or video.
5. Cyberbullying is NEVER allowed. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing harm, perceived harm, embarrassment or humiliation. This includes, but is not limited to bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, apps, or online in social media, forums, or gaming where people can view, participate in, or share content. (See definition of Bullying in Student Handbook pg. 22)

Cyberbullying that occurs off-campus that causes disruption in the learning of pupils, creates an intimidating educational environment for the student or disrupts the school

setting, that comes to the attention of Saint James personnel, Saint James will partner with parents and students involved to resolve the situation.

Cyberbullying can be a very serious matter and can constitute a criminal offense.

6. Only appropriate language, abbreviations and acronyms shall be used in email, online postings and other digital communications with others.
7. Students shall not read other users' email or files; they shall not attempt to delete, copy, modify or forge other users' mail or documents.
8. There will be NO use of computers for buying or selling of any goods or services while at school.
9. Tampering with technology is prohibited. Copying or downloading software without the express authorization of the system administrator is prohibited.
10. Plagiarism and Violating copyrights is prohibited. There will be no copying or downloading copyrighted material without the owner's permission, or prepressing as one's own work any materials obtained on the internet (such as research papers, articles, etc). Internet sources used in student's work **must be cited** by the author, publisher and website address. This includes student work on shared documents.
11. Students are responsible for the care of technology devices, such as carrying of and placement of technology devices, logging off technology devices, ensuring devices are stored in their proper location, properly charged, everyday handling of the device, etc. All technology devices must be carried in the proper school-issued cases, and only placed on a desk or table during use.
12. All computer use will be monitored at all times by teachers and the Saint James School.
13. All school devices and school log-ins are Saint James School's property. They are not yours, and you do not have privacy. Teachers and staff will have full access to your device and the ability to view your browsing history.

14. Upon issue of any technology device, students may choose their own password. This password **must be shared** with the homeroom teacher. The student **may not change** the password, at any time, without the sole consent of the homeroom teacher, and the new password must be shared with said teacher.
15. Use of district technology is a privilege, not a right. If you do not follow the rules, all technology privileges can be restricted or taken away.
16. If there is any damage to the technology that you are using, you will be held responsible for repairs or replacement of said technology/device.
17. **Personal Electronic Device Rules:** Personal Electronic Devices includes, but is not limited to, phones, tablets, smart watches, laptops, chromebooks, etc.)
 - a. The student who possesses a personal electronic device shall be solely responsible for its care.
 - b. Saint James School does not allow students to charge personal electronic devices.
 - c. These devices shall be kept **out of sight and powered off or silenced during the school day and during any school-sponsored activity meeting or practice for Saint James School**. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from the principal or his/her designee:
 - i. The student has a special medical circumstance for self or family member.
 - ii. The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
 - d. Student use of personal electronic devices shall be prohibited in areas including, but not limited to classrooms, bathrooms, hallways, gym and playground.
 - e. Students shall not use personal electronic devices on school property or at a school-sponsored activity to access and/or view internet websites that are otherwise blocked to students at school.
 - f. Student use of personal electronic devices that disrupt the instructional day may result in disciplinary action and/or confiscation of the personal electronic device. When a personal electronic device is confiscated, it shall only be released and/or returned to the student's parent/legal guardian. It is the student/s parents/legal guardian's responsibility to retrieve the device.

This AUP must be signed yearly by both the parent/legal guardian and the student and returned to the student's homeroom teacher in order to access district technology services.

By signing my name below, I acknowledge that I have read and understand the rules, regulations, and expectations set forth in this document, and that I have also read and understand pages 23 - 27 in the Student Handbook, as described by the Diocese of Portland

Parent or Legal Guardian:

As the parent/legal guardian, I have read the Saint James School Internet Safety & Acceptable Use Policy (AUP) For Students and have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of Saint James School, and that student use for any other purpose is inappropriate. I recognize it is impossible for Saint James School to restrict access to inappropriate materials, and I shall not hold the school responsible for materials acquired on the school network. I hereby give permission for my child to use technology resources at Saint James School.

Parent/Legal Guardian Name (Print) _____

Parent Signature: _____ Date: _____

Student:

I understand and will obey the rules of Saint James School's Internet Safety & Acceptable Use Policy (AUP) For Students. I will use Saint James School's technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that the consequences of my actions could include possible loss of computer privileges and/or school disciplinary action and/or prosecution under state and federal law. I understand that Saint James School administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

Student Name (Print) _____

Student Signature: _____ Date: _____

NOTE: This Acceptable Use Policy is in effect from September of 2016 until a new one is revised.

Adopted: August 2016 Last revision: January 2022

******Parents/Guardians, please make a copy for your records and send the original back to school******