



2021-2022 Technology & Internet Acceptable Use Policy

Immaculate Conception School offers access to technology, programs, applications, and internet access as part of its commitment to promote educational excellence by integrating technology into the curriculum. The school provides computer technology and other internet access in the classroom and a learning management system (Google Classroom) for the sole purpose of enhancing each child's education. The technology program offers the students an opportunity to build and sharpen skills as 21st century learners. The school technology affords the staff and students alike, a tool to help organize, communicate, collaborate, and to store their work efficiently while also extending the learning to students who learn remotely. In order to maintain the integrity of the hardware, software, programs, and applications care must be taken to handle them responsibly.

The purpose of this document is to inform faculty, staff, parents, guardians, and students of the availability of technology and internet resources and the rules governing use, as well as the use of the school's technology in general. Parents or guardians must give express permission for an individual student to use school technology, the internet, and Google Apps for Education as part of the educational process. It is the joint responsibility of school personnel and the parent or guardian to educate the student about his or her responsibility when using the internet. Parents or guardians are responsible for supervising student technology use outside of school.

Note: The term 'school' or 'in school' includes the school building and/or remote activity.

- The purpose of school-provided technology is to facilitate legitimate school endeavors which are educational and administrative in nature. The school considers information gathered from the internet in the same manner as all other reference materials in that such resources must enhance the learning environment. However, there is information that may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. **Immaculate Conception School does not condone or permit the use of such material.**
- The use of technology must always be in conformity with the law and the religious mission of Immaculate Conception School and the Archdiocese of Boston.
- Each school as an educational institution will have the resources to exchange information within its facility and with other institutions throughout the world.
- The use of technology is a privilege, not a right, and inappropriate use will result in a

cancellation of the user's privileges. The administration has the right to monitor all communication and activity on the network.

Equipment:

- The user will recognize the value of the hardware, software, and all computer related materials and will not misuse or abuse these items.
- Personal flash drives, or memory cards, or other data storage cannot be used without the approval or direct supervision of the faculty or administration. These should be checked for viruses with a current version of a school recognized virus scanning program.
- The use of personal electronics including but not limited to smart watches, cell phones, gaming devices and other electronics is prohibited during school hours.
- The use of personal devices including but not limited to smart watches, cell phones to take video or photographs in the physical classroom, remote learning classroom, or school grounds is prohibited. Students who violate this policy will be disciplined and the infraction may be documented in the student's file.
- Posting of video or photographs, taken of ICS students, staff, or the school facilities when school is in session either physically or remotely, is prohibited. Students who violate this policy will be disciplined and the infraction may be documented in the student's file.
- No user will alter, install, modify, upgrade, repair or remove any school hardware, including but not limited to computers, chromebooks, monitors, keyboards, cameras, printers, wiring or cabling, mouse or other accessories. This includes removing any identifying labels placed on equipment by the school or public school district.
- Users who damage any hardware or software will be responsible for replacing the damaged articles at their own expense.

Software:

- Commercial software is copyrighted and each user must abide by the licensing agreement published with the software.
- The user will not violate any copyright laws regarding print, electronic or visual information.
- The user will not read, change, create, delete, copy, or modify any parts of the resident software or the operating system. No apps shall be installed on the users school Google Apps for Education account without the permission of the classroom teacher or the administration.

Internet Access:

- The user may utilize the network resources for educational or administrative purposes only. Commercial uses are strictly prohibited.
- Students will not use the school's technology to access personal email, websites, or social media accounts.
- The user will not upload, download, share, or bring into the school material deemed inappropriate. This would include, but not be limited to, any material that contains profanity, vulgarity, obscene, or violent content. Materials that are racist, abusive,

degrading, demonic or promote intolerance, prejudice, harassment, or insult any individual, ethnic, or religious groups are unacceptable. Any instances of such inappropriateness will be addressed by the Principal accordingly.

- Transmission of material, information or software in violation of any church, school, local state or federal law is prohibited.
- The user will not meet in person any individual whom he/she made contact with through the school technological resources. Meetings with resource people contacted through the internet will be arranged only with the approval of the school administration and under the supervision of a faculty member.
- Participation in “Facebook”, “SnapChat”, Twitter, TikTok or any other social networking websites, apps, or any site not approved by the teacher and administration during school is prohibited.
- The use of proxy sites or any type of VPNs to bypass the school firewall is prohibited. Violation will result in the loss of technology privileges.

E-Mail:

Learning to use email is a 21st century skill that may be taught to select groups at the IC. This section speaks to the rules that students must follow if email is part of classroom teachings.

- E-mail is intended for educational use.
The user will not reveal addresses, phone numbers, photographs or other personal Information about him/herself or others.
All email will be sent/received using the school email address. Students may only use a school email account when approved by a parent or guardian and with a signed copy of the Immaculate Conception School Google Apps for Education Agreement.
- The user will not access his/her private email accounts through the use of the school network.
- The user will report any message received through technological resources, which makes him/her nervous or uncomfortable.
- E-mail may not be used for knowingly transmitting, retrieving or storing any communications which are: discriminatory or harassing, derogatory to any individual or group, obscene, defamatory or threatening, “chain letters”, illegal or against school/diocesan policy, or contrary to Immaculate Conception School and/or the Archdiocese of Boston’s interest.

Monitoring:

Electronic information created and /or communicated by a User using network resources is subject to monitoring by Immaculate Conception School and/or the Archdiocese of Boston on an “as needed” basis. While we respect our user’s wish to work without such monitoring, the following conditions should be noted:

- Immaculate Conception School reserves the right, in its discretion, to

review any user's electronic files and messages and usage to the extent necessary to ensure that electronic media and services are being used in compliance with the law and with this and other Immaculate Conception School/ Archdiocese of Boston policies.

- Immaculate Conception School reserves the right to institute random monitoring of electronic systems as part of a program to make sure that such systems are used in conformance with the law and with this and other Immaculate Conception School/Archdiocese of Boston policies.
- Users should therefore not assume electronic communications are totally private and confidential and should transmit highly sensitive information in other ways.

Miscellaneous

- The user will work in a quiet, respectful manner, which is not disturbing or distracting to others.
- The user will not disclose or attempt to access personal passwords or access codes assigned to them or any other user.
- The user will not attempt to defeat security measures instituted by the school. Use of proxy sites, wifi hotspots, or devices with cellular capabilities are prohibited.
- Users shall not attempt to access, modify, or share files, documents, or materials belonging to another person without direct permission from the owner.
- Unauthorized access to computers after designated hours or from locations other than those approved for specific computer assignments is prohibited.
- The user will exercise due diligence and is bound not to disclose or use any confidential or personal information acquired as a result of using the school's technological resources.
- The school makes no warranties of any kind, whether expressed or implied, for the use of this technology. It will not be responsible for any damages suffered, such as loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or the user's errors or omissions.
- The school specifically denies any responsibility for the accuracy or quality of information obtained through its technological resources.

Video Conferencing Etiquette

- A link and code to the scheduled web video conference will be posted in your Google Classroom.
- Parents should assist younger students in joining the video conference.
- Parents should speak to their child about proper online digital citizenship and review the etiquette list below.
- All students shall ask their parents permission and notify them that they will be joining an online class video conference.
- Students will only use their school accounts to join the conference.
- Students will not use the video app for any other purpose other than attending a teacher scheduled video conference session with their class.

- Be mindful of your surroundings when using the camera on your computer, device or phone.
- Your workspace and dress needs to be school appropriate.
- Act responsibly as you would in your classroom at school.
- Practice good digital citizenship.
- Mute your mic until the teacher instructs otherwise.
- Use the chat option to ask questions unless the teacher instructs otherwise.
- Do not use the chat feature to chat with classmates unless it is part of the class discussion.
- Your school Google Agreement applies to the online conferences.
- Students will be removed from the chat for inappropriate behavior.
- Be aware that everyone in the web conference can see the chat.
- Recording, screenshots, and any other use of the video conference except for that of attending an ICS class is prohibited.

Student Responsibility

Students utilizing computer equipment, the internet, or other school technology are responsible for their behavior in accordance with the school's disciplinary policy. Students violating school policies with regards to the Acceptable Use of Technology / and Google Apps for Education Agreement shall be subject to the revocation of privileges and potential disciplinary and/or appropriate legal action. Students shall review with their parents or guardians, and abide by the Acceptable Use of Technology and Google Apps for Education Agreements. Violation of the Google Apps for Education Agreement will result in the loss of Google Apps for Education privileges.

Parental Responsibility

Given the dynamic nature of technological advances and of resources available on the internet, the school acknowledges its inability to completely regulate and monitor 100% of the information received or sent by students. As such, the school cannot assure parents that students will be denied access to every and all inappropriate materials or communications contrary to the school's philosophy, goals, and educational mission.

Parents and guardians should be aware that some material accessible via the internet might contain items that are inaccurate, defamatory, offensive, or illegal. In addition, it is possible to purchase goods and services via the internet which could result in unwanted financial obligations for which the student's parent or guardian would be held responsible.

Parents or guardians shall review the IC Google For Education Agreement with their child and are responsible for their adherence to its provisions.

Although the school recognizes its obligations in these matters, parents of students are equally responsible for establishing and communicating the standards that their son/daughter should follow when using media and information resources.

Parents should not log into their child's Google account, Google Classroom or Google Meet video conferences as doing so is a violation of student privacy laws. Google Classroom Guardian Summary is the tool that is available to parents/guardians for information about assignments that have been posted in Google Classroom.

Parents should assist younger students when logging in and navigating in their Google Classroom until the child is able to navigate independently.

Staff Responsibility

All school staff members and volunteers whose duties include supervising students and/or staff using school computers, chromebooks, networks, internet access, electronic mail and electronic communications are obligated to read and adhere to this policy. They are required to enforce the rules concerning acceptable use of school technology. Faculty must also enforce the school policy mandated prohibition of student use of personal devices such as but not limited to smartphones, cellphones, tablets, ipads, androids, computers, chromebooks, and wireless hotspots during school hours and at school / faculty supervised events in school.

Whenever a staff member or volunteer, in the course of their duties becomes aware of a violation of the Technology/Internet Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with the school's disciplinary policies. Volunteers should bring the matter to the attention of the school office.

Any user of our technological resources specifically agrees to abide by this Acceptable Use of Technology Policy and in addition agrees to indemnify Immaculate Conception School for any losses, costs or damages, including attorney's fees, incurred relating to or arising out of any breach of this document.

Use of the technological resources will be permitted only upon reading, signing, and returning the Acceptable Use of Technology Policy Agreement and the Google Apps for Education Agreement.



2021-2022

Google Education Program Student Permission and User Agreement Form

Google Apps for Education / G-Suite for Education is an internet based program that runs on the school domain and is intended for educational use. The teachers use Google Apps for lessons, assignments, collaboration and communication.

Google Apps for Education will be monitored by the faculty. It is the parent's responsibility to monitor their child's use of Google Apps when accessing programs from home.

Students are required to abide by the Immaculate Conception School Technology/Internet Acceptable Use Policy at all times.

Students will use computers, Chromebooks, and other technology correctly and responsibly.

Google Apps are to be used for educational purposes only.

The student agrees to use the school's computer equipment and Google Apps as a safe, secure, and responsible cybercitizen. The key words to remember are **RESPECT** and **Digital Citizenship!**

The following are some basic expectations for my online conduct:

- I promise to respect the rights of others.
- Passwords are not to be shared with anyone but the teacher. I must notify my teacher if I think my password may have been compromised.
- I will not try to discover another user's password.
- I will not try to access another user's private files.
- I will not create, view or forward offensive or disruptive sounds, text, videos or images.

- I will be respectful when posting and commenting. Inappropriate language, insults and discriminatory remarks or threatening comments will not be tolerated.
- I will not access games, apps, extensions and or other digital tools that are not approved by my teacher.
- I will not use the Immaculate Conception School technology to communicate with any person(s) outside of Immaculate Conception School without the permission and direct supervision of the classroom teacher.
- I will report any questionable email or comments to my teacher immediately.
- I promise to respect the technology equipment, and software and apps.
- I will not deliberately damage or misuse the equipment - this includes removing labels from the chromebooks, banging on the keyboard, touching the screen with objects or damaging the chromebook stylus.
- I will take responsibility for the proper storage of my assigned school-owned equipment at the end of the day or as directed by the teacher.
- I promise to respect the law.
- I will not spread viruses or knowingly disrupt the online environment.
- I promise to respect the purpose of school technology.
- I will not post personal contact information or pictures about myself or other people including last names, addresses, and phone numbers.
- I will take precautions to prevent others from accessing and using my account.
- I will not download or install any apps or extensions without the approval of my teacher and the Technology Office at Immaculate Conception School.
- I will not use any proxy sites or VPNs to bypass the school firewall.

All work stored on school equipment, the cloud, Google Apps for Education, and G-Suite for Education belongs to the school and may be accessed by the faculty and administration.

I understand that using school equipment and Google for Education is a privilege not a right. This privilege can be taken away if I do not act respectfully and responsibly online. If I chose to violate any school rules or break the pledge I will chose to lose my technology and Internet privileges. I might also face disciplinary and/or legal actions.



2021-2022 Technology & Internet Acceptable Use Policy Google Education Program User Agreement

I will sign my name to show that I understand and will abide by the Immaculate Conception School Technology/Internet Acceptable Use Policy and the Google for Education Program and User Agreement.

Student Name (Print): _____

Student Signature: _____

Date: _____

Grade: _____

I have read the Immaculate Conception School Technology/Internet Acceptable Use Policy and the Google for Education Agreement.

Parent/Guardian Name (Print): _____

____ I have read the Immaculate Conception School's Acceptable Use Policy and the Google for Education Agreement and have discussed both policies with my child.

____ I give permission for my child to be assigned a Google Apps for Education account.

____ I give permission for my child to **listen to music with headphones** when permitted by the teacher. The parents and students are to discuss and agree on an appropriate playlist.

____ I give permission for my child to use the email app when a teacher incorporates this into content learning.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Receipt of this signed agreement will indicate to the Technology Department that a school-owned device can be assigned to the above student for use during the school year.

Immaculate Conception School reserves the right to amend this policy as it sees fit and will provide all parties with written notice of any changes.

