Student
Acceptable Use Policy
For Personally Owned and School Owned Devices
Our Lady of the Elms Lower School
Diocese of Cleveland
2023-2024

Our Lady of the Elms School makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating **Our Lady of the Elms School** students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

All users are expected to use the technology available at **Our Lady of the Elms School** in a manner that is consistent with the teachings and mission of the Catholic Church and the School's academic programs. Technology includes, but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computer hardware and peripherals; software, including operating system and application software; Internet; digitized information, including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet, or school-server based); school provided Internet access; and new technologies as they become available.

Users are expected to be appropriately responsible for and use responsibly the technology to which they have access. Actions considered inappropriate are prohibited and will result in revocation of the student's access to the computer/network/Internet.

Inappropriate Use: Inappropriate use includes, but is not limited to: those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/ network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to; cyber bullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology, such as e-mail, social networking, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the School community, even if such uses take place after school hours or off school property.
Students must:
1. Respect and protect the privacy of others.
   a. Use only assigned accounts.
   b. Decline to view, use or copy passwords, data, or networks to which they are not authorized.
   c. Avoid distribution of private information about others or themselves.

2. <u>Respect and protect the integrity, availability and security of all electronic resources.</u>
   a. Observe all network security practices as posted.
   b. Report security risks or violations to a school administrator, teacher or network administrator.
   c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
   d. Conserve, protect and share these resources with other students and Internet users.
   e. Get appropriate approval before accessing the network with personal devices.
   f. Abstain from overriding the Internet content filtering system.
3. <u>Respect and protect the intellectual property of others.</u>
   a. Communicate only in ways that are kind and respectful.
   b. Report threatening or discomforting materials (cyber bullying) t a school administrator, teacher or network administrator.
   c. Refuse to access, transmit, copy, or create material that violates the School's code of conduct policy (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
   d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
   e. Abstain from using the resources to further other acts that are criminal or violate the School's code of conduct policy.
   f. Avoid sending spam, chain letters or other mass unsolicited mailings.
   g. Refrain from buying, selling advertising, or otherwise conducting business, unless approved as a school project.
   h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property of off grounds.

Lower School Students are prohibited from using personally-owned telecommunication devices during the school day. All personally-owned devices, including cell phones, tablets, Apple watches, etc., must be kept in student's locker or backpack during the day. The following guidelines must be adhered to regarding these devices:
   a. Internet access is filtered by **Our Lady of the Elms School** on personal telecommunication devices in the same manner as **Our Lady of the Elms School** owned equipment. If network access is needed, connection to the filtered, wireless network provided by the School is required. Use of 5G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
   b. These devices are the sole responsibility of the student owner. The school assumes NO responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
   c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses and vans.
   d. Each student is responsible for his or her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
   e. Telecommunication devices are only to be used for education purposes at the direction of a classroom teacher.

f. School administrators and staff member have the right to prohibit use of devices at certain times or during designated activities (i.e., campus presentations, theatrical performances, or guest speaker) that occur during the school day.

g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents in accordance with disciplinary guidelines.

Subject to Monitoring: All **Our Lady of the Elms School** network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. **Our Lady of the Elms School** reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shred or common file system with the expectation that electronic files sent, received or stored anywhere in the computer system will be available for review by any authorized representative of **Our Lady of the Elms School** for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

Consequences for Violation: Personally-owned telecommunication devices used during the school day will be given to the office and may be picked up after school. After a second offense, parents will be contacted to come and pick up the device. After a third offense, a parent conference with the Academic Dean is required. Repeated violation of these rules may result in disciplinary action, including the loss of a student's privileges to use the School's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be discipline, depending on the severity of the situation.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with the policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the School's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The School administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of a crime to law enforcement should one be committed.

Agreement Form: In order to ensure the proper use of technology resource, it is necessary that each user and parent/guardian *annually* sign the attached Student Acceptable Use Policy - User Agreement Form. The signed form must be on file at **Our Lady of the Elms School** before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy. The School reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The School reserves the right to seek financial restitution for any damage caused by a student.

Our Lady of the Elms

2023-24

USER AGREEMENT/PARENT PERMISSION FORM

Student Signature Section:
- I have read the terms and condition of the **Student Acceptable Use Policy located on the school website www.theelms.org/forms**
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and condition stated in the **Student Acceptable Use Policy.** Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off School property. I understand the consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name *[print]*: _____

User Signature: _____

 Date: _____

Parent/Guardian Signature Section:
As the parent or guardian of the student signing above, I have read the **Student Acceptable Use Policy** and grant permission for my child to access **Our Lady of the Elms School's** information technology resources. I understand that my child will be held liable for violations of the agreement. I understand that **Our Lady of the Elms School's** information technology resources are intended for educational purposes. I also understand that the School may not be able to restrict access to all controversial materials, and I will not hold **Our Lady of the Elms School** responsible for materials acquired on the network.

Parent/Guardian Name *[print]*: _____

Parent/Guardian Signature: _____

Date: _____