



## Diocese of Baton Rouge Catholic Schools Office Technology Acceptable Use Policy

A key purpose of this document is to serve as the basis for the inclusion of a Technology Acceptable Use Policy in the parent/student handbook of each of the schools (“**Schools**”) within the Diocese of Baton Rouge (the “**Diocese**”). [Note: This document may be adapted or amended to suit the needs of each School without substantial changes to the integrity of the policies.]

### **Statement on Technology:**

The mission of the Technology Departments at each of the Schools within the Diocese is to provide a range of technology services, tools and experiences to further opportunities for academic excellence, faith development, and leadership skills. Technology is used to support, enhance and optimize the learning process for all of our students. Emerging technologies will influence the formation of foundational skills in students to aid them in reaching their potential in a constantly changing world. Technology must be implemented seamlessly, as everyday experiences, and must promote higher student achievement and a deeper understanding of their Catholic faith.

This Technology Acceptable Use Policy (“**AUP**”) contains terms, conditions and standards that foster our mission and goals. By using any technology, equipment or resources of the School or Diocese as contemplated herein, the individual user is deemed to agree to be bound by this AUP and to strictly comply with all terms, conditions and standards contained herein. This AUP is reviewed yearly to reflect any new technology and to address issues identified in the previous year. Each academic year, all students and parents at a School within the Diocese must read and agree to abide by these standards. Any student who violates this AUP or any applicable local, state, or federal laws is subject to disciplinary actions, a loss of technology privileges, and may face legal prosecution. The Diocese and administration of each School reserve the right to amend any item in the AUP or any technology policy during the year. Parents and students will be notified of any changes through normal methods of communication at each School.

### **Privacy:**

All electronic resources owned or issued (“**owned/issued**”) by a School remain the property of the School unless otherwise agreed to in writing. The individual has no reasonable expectation of privacy. The School retains the right to monitor any and all electronic resources at such times and in such manner as it sees fit.

Each person using a School owned/issued technology device is expected to use all technology resources in a considerate, ethical, moral and legal manner.

Each School-owned/issued technology device and the information stored on it are property of the School and are subject to the policies set forth by School administration and are subject to supervision and inspection. The Diocese and each individual School reserves the right to monitor,

access, retrieve, read and disclose any and all messages, information, and files created, sent, posted from, and/or stored on any School-owned/issued device.

### **Scope of Use:**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this AUP apply **to inside School** use and may in certain instances apply to personal technology use and/or uses **outside of School**. Where personal outside use of technology threatens a likelihood of substantial disruption in School, including harming or interfering with the rights of other students or teachers to participate fully in School or extracurricular activities, such use may be viewed as a violation of this AUP and may be subject to the disciplinary measures found herein.

The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites or applications (“**apps**”), cell phones, digital cameras, text messaging, email, Voice over IP, chat rooms and instant messaging.

### **General Computer and Internet Usage:**

At times, students will have access to varied types of electronic and virtual resources to complete educational tasks, including but not limited to storage, network communications, equipment, apps, and software.

Technology devices and resources usage is a privilege, not a right, which may be suspended, revoked or terminated in whole or in part and with or without notice by the School or Diocese, in its/their sole discretion, upon any actual or alleged violation of this AUP. By using such devices and resources, parents and students are deemed to agree to the following terms:

- Students are not allowed to install third-party applications on any School-owned/issued device which may interfere with the education process (e.g., games) without specific instruction from their teacher.
- Students shall not attempt to gain unauthorized access to or compromise any computer or network security or engage in any illegal activities on the internet, including willfully introducing a computer virus, worm, or other harmful program.
- Use of a School’s network and internet usage must be consistent with the mission of the Diocese and the School and of the educational goals of each. Misuse includes, but is not limited to, any of the following: (i) any internet conduct on or off School campus which reflects negatively on the Diocese and/or School or the educational goals of each, including but not limited to sending or posting photos, images, videos, messages or other communications that contain or suggest harassment, racism, sexism or inappropriate language and/or symbols; and (ii) sending, transmitting or displaying any unchristian, immoral, offensive, violent, pornographic, obscene or sexually-suggestive or explicit photos, images, videos, messages or other communication in any form. Any such misuse, as determined by the School and/or Diocese in its/their sole discretion, is strictly prohibited.
- Any student who fails to immediately make known to a teacher or an administrator at the School that the student received a message which suggests harassment, racism, sexism or contains inappropriate language, images, and/or symbols will be considered to constitute misusing technology.

- If a student has access to network resources or internet access, the student will not disrupt network users, services, equipment, or data of the Diocese, any School, or another student, whether on or off campus.
- Students will not attempt unauthorized entry to any device accessible via the School network or remote network. If a student notices what is or may be a security problem, the student must notify administration immediately.
- The internet contains certain material that is illegal, defamatory, inaccurate or potentially offensive to some people. Students will not use network resources or internet access to knowingly visit sites that contain such material nor import, transmit and/or transfer any such material to other computers.
- Students may not email or post to websites or blogs any images, photos or videos of School employees. Photographing and/or recording (by audio and/or video) a teacher or staff member without permission is prohibited.
- Students will not provide their password(s) or share another student's password(s) with any other student or nonstudent. Students may not use another individual's account or log onto the internet or network as anyone else.
- Students shall observe copyright laws and fair use guidelines. Copying, modifying, distributing, displaying, or transmitting the work of another without written permission or proper citation is prohibited.
- Students will not communicate the address, phone number or other personal information of themselves or any other individual to any person or legal entity on the internet or through email without specific instructions from their teacher.
- While using any technology device at School, students are required to access the internet using the School's Wi-Fi and are prohibited from connecting to secondary Wi-Fi devices such as a cell phone and/or other external devices. The Children's Internet Protection Act (CIPA) laws require the Schools to filter internet access to students and block inappropriate content from being accessed. This prohibition includes internet tethering and mobile hotspots that enable (3G or 4G) access on the School owned/issued laptops.
- The intentional destruction, deletion, or disabling of School-installed software on any device is prohibited. Unauthorized copying/installation of software programs belonging or licensed to the School is prohibited. Also, attempts to exceed or modify the boundaries set for the network are prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging or licensed to the School is prohibited, unless specific instruction is given by a teacher for changes related to non-sensitive files/data.
- Purposeful damage to School-owned/issued devices is prohibited. The individual will be responsible for any repair or replacement costs. The School has the discretion to suspend each user's technology privileges and/or take disciplinary action.

### **Email and Communication Use:**

Some Schools within the Diocese will issue to students password-protected logins for the network, School email, and other communication resources. Not all Schools will provide this access.

For Schools which do have email accounts for their students:

- Parents will be required to specifically acknowledge in writing the use of the email account by their child.

- Students may not change their given email usernames.
- All communications sent or received may reflect on the Diocese, School and the applicable church parish; thus, communication exchanged via the internet or email must not damage the reputation of the Diocese or School as determined by it/them in its/their sole discretion.
- All email communication between faculty, staff, coaches and one or more students must be exchanged through the School-hosted email account. Others, such as volunteer coaches, who are not School employees or administrators but who otherwise participate in School academic, athletic or other extra-curricular activities, may be granted access to a School-hosted email account at the School's discretion, in which event the School-hosted email account shall be used only for School purposes and shall be subject in all cases to the terms, conditions and standards of this AUP. If a School-hosted email account is not granted, all such individuals will nonetheless send email communication only to School-hosted email accounts when intended for School faculty, staff, coaches and students.
- Students are responsible for reporting and rejecting any inappropriate materials and information received through electronic communication.
- Students are prohibited from attempting to access or otherwise using another student's email account.
- Students will not use network resources or internet access to broadcast messages via the School's network or email system, or to transmit threatening, obscene or harassing materials, including but not limited to chain-letters, solicitations, inappropriate images and videos.
- The Diocese and School each reserves the right to access student email accounts at any time. This reservation includes, but is not limited to, access of the student's email account for routine maintenance and to retrieve School records. Such access also includes, but is not limited to, carrying out internal investigations, accessing internet history, and the disclosure of messages, social networking data or files.
- School employees may share any information obtained in a search of student email accounts with law enforcement as deemed necessary by the School administration in their discretion.
- Instant messaging, chat rooms, social networking, gaming, and email communication between students for non-academic purposes are prohibited unless these activities are directly related to class activities and/or participation.

#### **Device Usage:**

For purposes of this AUP, the term "device" includes, without limitation, cellular telephones, smart phones, personal and School owned/issued computers, laptops, tablets and similar devices.

#### **Cellular devices:**

The Diocese recognizes the convenience, logistical and safety advantages for students to have cellular telephones and other communication devices in their possession while on campus and during School activities.

- Communication devices must be turned off and stowed away throughout the academic day, including without limitation during School activities, and may not be displayed.
- Students may use communication devices while on School campus and during School activities only with the permission of the supervising adult, such as the teacher, bus driver, athletic coach or sponsor.
- The use of cellular devices in an unacceptable manner in the School setting is prohibited. Examples of unacceptable usage include, but are not limited to, the following: use of a device

for any purpose inside a restroom, use of a device on the School campus for cheating, cyber bullying, sexting, and taking inappropriate photos or videos.

- Violations of this AUP may result in disciplinary measures as well as the confiscation of the communication device.

**Wearable Technology:**

It is up to each School to determine whether smart watches, Fitbits or other wearable technology are permitted. Any such permitted use shall be subject to all of the terms, conditions and standards of this AUP.

**Personal Devices:**

It is up to each School to determine whether personal devices are permitted at School. Any such permitted use shall be subject to all of the terms, conditions and standards of this AUP.