Computer User Policies, Middle School, St. Gabriel the Archangel School 2021-2022

The school's information technology resources, including internet access, are provided for educational purposes only. The internet, Chromebooks, and other electronic devices give students access to information, and allow them to collaborate with others for educational purposes. The advantages of using digital tools far outweigh the risks. Nevertheless, St. Gabriel the Archangel school is aware of the hazards of websites with objectionable material, and the potential for online harassment of students.

With the privilege of using these comes the responsibility to use them ethically. In order to protect students, we have established these acceptable use procedures. The student and the school share responsibility for safe, ethical, and productive use of the internet, electronic media, and devices.

St. Gabriel the Archangel School will
- Provide access to the internet, Chromebooks, and other electronic devices.
- Provide the opportunity for students to use technology to work together, solve problems creatively, and develop search skills.
- Ensure that filterint is in place to block inappropriate material, including websites that are offensive, obscene or pose a security risk.
- Ensure that no recognizable photos with full names of students appear on websites or social media sites operated by the school.
- Teachers will provide guidelines for use of the internet and monitor the use of technology.
- Teachers will inform students of their rights and responsibilities toward electronic media.

Students must
1. Respect and protect the privacy of others.
    a. Use only assigned accounts.
    b. Not view, use, or copy passwords, data, or networks to which they are not authorized.
    c. Not distribute private information about others or themselves.
    d. Not send anonymous messages of any kind.
    e. No personal addresses, personal phone numbers, or last names of students may be published on the internet.
    f. Not share videos, recordings, or images that include students or teachers of St. Gabriel the Archangel online unless given permission to do so.
    g. Not use the camera or video recording capabilities of the Chromebook unless given permission to do so.
2. Respect and protect the availability, and security of all electronic resources.
    a. Report email phishing, problems with account security or technology violations to Mrs. Pingel or Dr. Winkeler immediately.
    b. Not destroy or damage files, devices, networks or other resources or purposely make them more difficult to use.
    c. Not damage Chromebooks, cases, or other devices that the school owns. Students and families will be responsible for cost of repair.

      d. Not change the operating system, preferences or settings of computers or install software without permission.

      e. Not make use of software or extensions that bypass the school's internet filter or network security.

3. Respect and protect the intellectual property of others.
    a. When working together with others, the student should not remove or change the contribution of a teammate without the agreement of the group.
    b. Not infringe copyrights, that is, do not make copies of music, games, or movies without permission of the owner of the material.
    c. Not plagiarize, that is, use the words or work of another without giving proper credit.
    d. Files created with school equipment and school Google accounts are the property of the school and may not be deleted or altered without express permission of the school.

4. Respect and practice the principles of community
    a. Communicate online in ways that are kind and respectful.
    b. If the student chooses an image to attach to his or her profile of the school Google Account, it must be appropriate.
    c. Report electronic messages that are uncomfortable, including bullying, threats or disturbing images to a teacher or administrator.
    d. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are offensive, threatening, rude, discriminatory, or meant to harass).
    e. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
    f. Not use resources to do things that are criminal or violate the school's code of conduct.
    g. Not buy, sell, or advertise unless approved as a school project.
    h. Always give credit to the source of information or images, and never copy without permission.

5. Students may, if in accord with the above
    a. Design and post web pages and other materials from school resources.
    b. Use direct communications such as email, online chat for educational purposes, with teacher's permission.
    c. Use the resources for any educational purposes.

Use of Google Meet, websites, blogs, and other web tools.
Online communication is critical to our students' learning. These tools such as blogging or podcasting can offer an authentic, real-world vehicle for student expression.
- Google Meet will be available for students learning virtually gone through the approval process in the main office. Students should be respectful to everyone that is on the Google Meet. Camera is expected to be on to ensure students are actively participating.
- Interactive uses of internet, classroom blog, Gmail, photo editing, or other web uses must follow the internet safety guidelines outlined above.

Use of cell phones or other wireless devices
- Cell phones may not be used during the school day without teacher permission. Cell phones will be confiscated and subject to discipline as laid out in the student handbook.
  - Smart watches and all other forms of electronic communication devices are considered an extension of cell phones.

Supervision and monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with these procedures. 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 persons, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcements. Parents also have the ability to monitor their child/ren through the use of GoGuardian Parent App, as well as logging in to the child's Google Account.

Consequences for violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources, detention, or suspension from school. In severe cases, disciplinary action as stated in the student handbook will apply. In instances of physical damage, students/families will be held responsible for payment. Transcripts/final grades will be held if there are any unpaid charges at the end of the year.

I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:

_____   _____

Student signature   Date

_____

Please print your first and last name

_____   _____

Parent/ Guardian signature   Date