



**St. Gabriel the Archangel  
Catholic School**

DEVELOPING THE WHOLE CHILD

Dear Students and Parents,

St. Gabriel the Archangel values the role of technology and recognizes that learning to use technology in a moral and ethical way is crucial to our students' education and development. School Technology is provided to enhance our students' educational process.

There are risks and responsibilities associated with using School Technology or any technology. Of paramount concern is Internet safety and privacy, and St. Gabriel the Archangel complies with the Children's Internet Protection Act, a federal law addressing access to offensive content by minors in educational settings and the Children's Online Privacy Protection Rule, a federal regulation addressing parental control of information collected from their young children (under 13 years old). For more information, visit [www.fcc.gov](http://www.fcc.gov).

Attached is the Acceptable Use Policy ("AUP") for student use of School Technology. The privilege to use School Technology is conditioned on 1) the student's agreement to use it in accordance with this AUP and 2) the parent's agreement to give permission to use School Technology as described in this AUP.

**Students will not be given access to any School Technology until the AUP is signed by the student and a parent and returned to their homeroom teacher.**

**Students, please read the AUP carefully or have a parent read it to you. If you do not understand something, ask your parent to explain it to you.**

**Parents, please read the AUP carefully before signing it.**

Thank you,

Tonya McEnery, Principal

## **St. Gabriel the Archangel Acceptable Use Policy Student Use of School Technology**

Whether a student has violated the policies in this document is determined by the Teachers using their discretion. Consequences for violations are determined by the administration in its discretion and may include temporary or permanent loss of the privilege to use School Technology. Refer to the Parent Handbook for more information about possible consequences for certain conduct.

“School Technology” in this document means all the hardware owned by the school, including desktop, laptop and tablet computers, smart boards and smart tables, televisions, cameras and other recording devices and playback devices, such as DVD or CD players. This includes any device issued to a specific student for individual use. School Technology also includes software owned by the school, the school’s hardwired network and Wi-Fi network, the Internet and the Cloud. School Technology also includes email accounts assigned by St. Gabriel the Archangel.

“Teachers” in this document means the administration, the faculty and staff of St. Gabriel the Archangel or any other adult, such as a parent volunteer or substitute teacher, who is authorized to work with the students and School Technology.

### **USING SCHOOL TECHNOLOGY**

- 1) I will use School Technology only for school activities prepared and assigned by Teachers and will follow the Teacher’s instructions.
- 2) I will use School Technology only with the supervision of Teachers. I will follow the Teacher’s instructions.
- 3) I will handle School Technology with care. I will not be wasteful with use of paper, storage and network bandwidth.
- 4) I will not destroy or damage School Technology, data, networks or other resources that do not belong to me. I will not alter the operating system, preferences or network settings of School Technology. I will not use software or devices that bypass the school’s Internet filter or network security.
- 5) I will not use School Technology to log into personal accounts including email accounts, social media accounts, application-specific accounts or any other account that is not issued and monitored by St. Gabriel the Archangel.
- 6) I will not connect any personal device to a St. Gabriel the Archangel hardwired or Wi-Fi network without the express written consent of the technology teacher or coordinator.

### **PRIVACY**

- 1) I will only use my assigned school account.
- 2) I will not share my login information or passwords with others, except my parents. I will not ask others to share their login information or passwords with me.
- 3) I will not access, copy, change or delete another person’s accounts, files or folders without permission.

4) I will not give out private information about myself or others on School Technology. I will not put on the Internet my or anyone else's last name, address, phone number or birth date. If I am unsure whether information is private, I will ask a Teacher.

**SAFETY**

1) I will not use threatening, harassing, discriminating, rude, sexual or other inappropriate language or depictions on School Technology.

2) I will not say anything false while using School Technology.

3) I will not use School Technology in any way that is harassing or that disparages the school community. I will not attempt to communicate with others anonymously or as anyone other than myself while using School Technology.

4) I will not search for, access, view or share material on the Internet that is illegal or inappropriate. If I am unsure whether something is inappropriate, I will ask a Teacher.

5) I will notify a Teacher of inappropriate, illegal or any other materials that are questionable to me that I see on School Technology.

6) I realize that the School employs many protective measures that track how devices are used. I realize that what I type and the places I visit online are all logged and can be searched by administration if necessary.

**PLAGIARISM AND COPYRIGHTED MATERIAL**

1) I will not claim another student's work or anything not created by me as my own.

2) To avoid plagiarism, when using the works of other students or something I found on the Internet, I will cite original sources.

3) I will not use copyrighted material or any other material that I do not have permission to use. This means I cannot download content from the Internet if it is copyrighted, unless a Teacher tells me the content is covered by the "fair use" exception in the copyright laws.

4) If I am unsure whether something is copyrighted, I will ask a Teacher.

**By signing, I agree that I have read this whole document—the cover letter and the AUP—or had it read to me, I understand what it says and I agree to follow these rules. If I do not follow these rules, I understand that I may lose the privilege of using School Technology.**

\_\_\_\_\_ **Student Signature**

\_\_\_\_\_ **PRINT Student Name**

\_\_\_\_\_ **Grade**

**PARENTS:**

1) I understand that students in Grades 3-8 will have limited personal identity information maintained by the school in a STGAB.ORG Google account. I understand that students will not be able to send or receive email outside of that domain, but may communicate with each other. Teachers will also be able to communicate with students via email, but only regarding assignments. I understand that I may access my child's account using the student login and password information.

2) I understand that students in all grades will use online tools that may require the school to set up usernames and passwords and that the school needs my permission to do so for students under the age of 13.

3) If it is determined that my child has damaged or lost any School Technology and that damage or loss is not covered by warranty, I agree that I will be responsible to pay for that damage, including the full replacement cost of a lost item.

**By signing this page, I agree that I have read this whole document—the cover letter and the AUP— and understand what it says.**

**I give my child permission to use School Technology. I give St. Gabriel the Archangel permission to create usernames and passwords as needed for my child who is under the age of 13.**

\_\_\_\_\_ **Print Parent or Legal Guardian Name**

\_\_\_\_\_ **Parent or Legal Guardian Signature**

\_\_\_\_\_ **Date**