

STM Internet Accounts and Acceptable Use

Your child's safety and security are our number one priority. All websites and tools have been and will continue to be thoroughly examined by experienced educators and are used commonly in education today. All student identifying information is kept confidential in accordance with the Children's Online Privacy Protection Rule (COPPA). Please understand that while we take all precautions to keep your child safe online, no system is 100 percent protected.

St. Thomas More Catholic School (STM) has the ability to create accounts for all students to allow for collaborative sharing using our custom implementation of Google Applications also known as G-Suite for stmcsnc.org. These accounts will be used for school-related projects. The rules governing proper electronic communications by students are in this document as well as the STM Family Handbook. Once accounts are assigned, students gain access to the wealth of collaborative tools available through G-Suite.

This account is housed on Google servers, thereby giving your student access to Word processing, Spreadsheet, Presentation email, calendar, website authoring tools, wikis, and other additional services. This will allow your student to collaborate with teachers and other students. A G-Suite account is an essential part of the STM 1:1 Initiative.

All students will be assigned an stmdata.org account. This account will be considered the student's official STM G-Suite account until such time as the student is no longer enrolled at STM. **The naming convention will be the student's unique ID, followed by their initials and ending with @stmdata.org. For example: John Test could be jt71234@stmdata.org. Please note, if a student emails the teacher that email will go directly to the teacher's official email account.**

Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Communication with others should always be course-related. Students should never say anything using school devices or accounts that they wouldn't mind seeing on the school bulletin board or in the local newspaper. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times.

The use of G-Suite is considered a privilege accorded at the discretion of St. Thomas More Catholic School. The school maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or school policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student Code of Conduct.

St. Thomas More cannot and does not guarantee the security of electronic files located on Google systems. Although G-Suite does have a powerful content filter in place, the school administration cannot assure that users will not be exposed to non-educational material.

As required by the CIPA, STM will monitor students' online activities. Such monitoring may lead to discovery that the user has violated or may be violating, this policy, the student disciplinary code, or the law. STM also reserves the right to monitor other users' (e.g., guests) online activities. STM reserves the right to employ and review the results of software that searches, monitors and/or identifies potential violations. Users should be aware that their personal files may be discoverable in court and administrative proceedings, and in accordance with public records laws. Users have no privacy expectation in the contents of their personal files and records of their online activity while on the STM devices, networks, or STM accounts.

Administration reserves the right to access and review content at any time. STM complies with all state and federal privacy laws. As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. The student G-Suite account will remain in effect until written notice is submitted to the school or the student is no longer enrolled at St. Thomas More Catholic School.

Technology at St. Thomas More Catholic School is integrated into the classroom curriculum and is the primary communication tool between school and home. Many of our students are provided with an interactive device such as a Chromebook to use at home and at school. Having this program allows students to have continuous access to many online resources including Web tools that will assist them in their learning throughout their educational experience. New tools arise every day. Some common tools that your child may encounter and use with their school issued email address are, but are not limited to:

- **FACTS SIS:** Our school/home communication portal
- **Zoom, Microsoft Teams, Google Meet:** Distance Learning streaming platforms
- **Google Apps for Education:** i.e. Google +, Docs, Drive, etc.
- **Quizlet, Classkick, BrainPop:** Online studying tool
- **Wikis:** a wiki is a website that allows visitors to add, remove and edit content online
- **Podcasts:** A podcast is a digital audio file that is distributed over the Internet for playback on portable media players and personal digital devices
- **WeVideo:** video editing software site
- **Blogs:** a blog is a website where student work can be published online. It is also a tool often used for collaboration and communication among students and teachers.
- **Khan Academy:** Offers practice exercises, instructional videos, and a personalized learning dashboard that empower learners to study at their own pace in and outside of the classroom.
- **Scratch, Code.org, CodeAcademy.com:** Web-based programming application websites