

# TECHNOLOGY

## **St. John Vianney Catholic School Technology Acceptable Use Policy**

The school's information technology resources, including computers and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources.

St. John Vianney Catholic School has established a Google Apps for Education account to support teaching and learning and to allow for easy sharing of documents, file storage, and connectivity within our school and classrooms. This service is available through an agreement between Google and St. John Vianney Catholic School. This software will allow students and teachers to create, collaborate, and share documents, spreadsheets, presentations, websites, calendars, and more, allowing for flexible access from any computer – both at home and school – with Internet access and a web browser. While Google Apps for Education provides for greatly enhanced flexibility over traditional desktop software, it also allows students to work in a safe, protected environment in a private domain (sjvspokane.org). While all documents are stored online, no one outside our school can access them. Google Apps for Education enables us to move towards developing a paperless environment in our classrooms and promoting 21st century skills. Many middle schools, high schools (including Gonzaga Prep) and colleges use Google Apps for Education. We feel this is another step in preparing your child for the future ahead.

The Google student account name will typically be student first initial + last name @sjvspokane.org (e.g., jsmith@sjvspokane.org). Students are issued a temporary password which they change upon logging in for the first time. This account will be considered the student's official school account until such time as the student is no longer enrolled at St. John Vianney Catholic School.

This Google Apps for Education (sjvspokane.org) account will be for school purposes only. Google Apps for Education runs on an Internet domain purchased and owned by the school and is for educational use. Your child's teachers will be using Google Apps for lessons, assignments, and communication. Emphasis will be made that this account is not to be used for any social or entertainment purposes, and should only be used for school assignments. Students will not be able to email anyone outside of sjvspokane.org domains. This is a supervised account to learn 21st century collaborative skills.

Google Apps for Education is also available at home, the library, or anywhere with Internet access. The administration and teachers will monitor student use of Google Apps accounts when students are at school, and software monitors student use outside of school. Parents are responsible for monitoring their child's use of Google Apps when accessing programs from home. Students are responsible for their own behavior at all times. Student safety is our highest priority.

The Google Apps for Education account will also be used to provide a single sign-on for other apps chosen by the school for the benefit of the students' education.

St. John Vianney Catholic School also uses various web-based assessment tools which collect and analyze student academic data in order for teachers to more efficiently and effectively support student learning.

These are the laws and policies that help to protect our students online:

**Child Internet Protection Act (CIPA)**

The school is required by CIPA to have technology measures and policies in place that protect students from harmful materials including those that are obscene and pornographic. St. John Vianney Catholic School is CIPA compliant.

<http://fcc.gov/cgb/consumerfacts/cipa.html>

**Children's Online Privacy Protection Act (COPPA)**

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of student information is solely for education purposes.

<http://www.ftc.gov/privacy/coppafaqs.shtm>

Google Apps for Education Data Security and Privacy Information:  
<https://support.google.com/a/answer/60762?hl=en>

Typing Club School Edition Pro Privacy Information  
<https://www.typingclub.com/privacy.html>

Code.org Privacy Information  
<https://code.org/privacy>

Khan Academy Privacy Information  
<https://www.khanacademy.org/about/privacy-policy>

NWEA MAP Privacy Information  
<https://www.nwea.org/privacy-and-terms/>

**Family Educational Rights and Privacy Act (FERPA)**

FERPA protects the privacy of student education records and gives parents rights to review student records. Under FERPA, schools may disclose directory information (name, phone, address, grade level, etc...) but parents may request that the school not disclose this information.

- The school will not publish confidential education records (grades, student ID #, etc...) for public viewing on the Internet.
- The school may publish student work and photos for public viewing but will not publish student last names or other personally identifiable information.

- Parents may request that photos, names and general directory information about their children not be published.
- Parents have the right at any time to investigate the contents of their child's email and Apps for Education files.

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa>

St. John Vianney Catholic School reserves the right to modify or change any policy at any time. Conditions or circumstances not specifically covered by the policies outlined in this policy may arise. On such occasions, the school administration will make decisions or pursue courses of action which, in its judgment, can best sustain the wellbeing of St. John Vianney Catholic School, including the health and safety of the faculty, staff, and student body.

### **Acceptable Use**

Technology at St. John Vianney Catholic School including Google Apps for Education is primarily for educational use. Students may use Apps for personal use subject to the restrictions below and additional school rules and policies that may apply.

- **Privacy:** School staff, administrators, and parents have access to student email, docs, browsing history, etc., for monitoring purposes. Students have no expectation of privacy on the school network. St. John Vianney uses monitoring software to help protect students when they use their school Google Apps for Education account, whether at school or at home. This software is designed specifically to help educators ensure students' safety when using their GAFE account, including helping school districts to comply with U.S. federal laws such as the Children's Internet Protection Act, by providing comprehensive filtering and analytics of student GAFE account usage.
- **Limited personal use:** Students may use school technology tools for personal projects but may not use them for:
  - Creating accounts with other apps, services or web sites
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a website to sell items)
  - Inappropriate sexual or other offensive content
  - Violent content or promoting weapons of any kind
  - Threatening or bullying another person
  - Misrepresentation of school, staff or student.
  - Registering for websites without the school's knowledge
  - Apps, sites, email, and groups are not public forums. They are an extension of classroom spaces where student free speech rights may be limited.
- **Safety**
  - Students may not post personal contact information about themselves or other people. That includes last names, addresses, and phone numbers.
  - Students agree not to meet with someone they have met online.
  - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
  - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person.

- **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 this policy. 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. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.
- **Access Restriction:** Access to St. John Vianney Catholic School technology tools including Google Apps for Education is considered a privilege accorded at the discretion of St. John Vianney Catholic School. St. John Vianney Catholic School maintains the right to immediately withdraw the access and use of any technology tools when there is reason to believe that violations of law or St. John Vianney Catholic School policies have occurred. In such cases, the alleged violation will be referred to the principal for further investigation and account restoration, suspension, or termination. As a party of the Agreement with Google, St. John Vianney Catholic School also reserves the right to immediately suspend any user account suspected of inappropriate use. Pending review, a user account may be terminated as part of such action.

**In addition, students agree to:**

**Respect and protect the privacy of others.**

- Use only assigned accounts.
- Not view, use, or copy passwords, data, or networks to which they are not authorized.
- Not distribute private information about others or themselves.

**Respect and protect the integrity, availability, and security of all electronic resources.**

- Not use school email addresses to create accounts with other apps, services or web sites.
- Observe all network security practices.
- Report security risks or violations to a teacher or network administrator.
- Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.

**Respect and protect the intellectual property of others.**

- Not infringe copyrights (not making illegal copies of music, games, or movies).
- Not plagiarize.

**Respect and practice the principles of community.**

- Communicate only in ways that are kind and respectful.
- Report threatening, bullying, teasing, or discomforting materials to a teacher.
- Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

- Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including but not limited to the loss of a student's privileges to use the school's information technology resources.