

## **Technology - Acceptable Use Procedures**

Technology (from the Archdiocesan Policy Handbook)



Elementary and secondary schools provide technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers and other devices provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer and network usage in schools.

### **From the Archdiocese of Chicago:**

**Each school will develop procedures stating what the school will do regarding the use of its technology resources. The school will establish technology protocol that will:**

- prevent user access or transmission over its computers and computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal Identification information of minors; and including but not limited to the internet, Internet access, fax, e-mail, stand-alone computer and telephone;
- comply with the provisions of the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Use of the technology resources that are prohibited include, but are not limited to:**

- violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials;
- re-posting personal communication without the author’s prior consent
- violating copyright law;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using the Internet for entertainment or limited self-discovery function;

- using the Internet for unauthorized purchases.

**The school is primarily responsible for:**

- applying blocking to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the school administration;
- teaching proper techniques and standards for Internet participation;
- guiding student access to appropriate areas of the Internet;
- informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary action;
- monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource;
- disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

**The school is not responsible for:**

- unauthorized costs or charges that are incurred by students over the Internet;
- any damages the student may incur, including loss of data;
- the accuracy or quality of any information obtained through any school Internet connection.

Local school policies should address student use of electronic devices during regular school hours and during school-sponsored activities.

Saint Bede School may request a student to provide access to the student's account or profile on a social networking website if the school has reasonable cause to believe that the student has violated a school disciplinary rule or policy. (Public Act 098-0129)

Student-owned computers, when used in school, must follow the same procedures as school-owned equipment. Student-owned computers cannot be used on school premises without the expressed consent of the principal.

Parents /Guardians and students must sign and acknowledge the school Acceptable Use Procedure. The parent/guardian must authorize the student to have access to the school technology resources at the beginning of each school year.

**Ownership and Access of Tools for Electronic Communication**

Parish and schools use a variety of web-based tools to communicate. These tools include, but are not limited to, websites, content-sharing sites (e.g., You Tube), social networking sites (e.g., Facebook), blogs and micro-blogs (e.g. Twitter), and other social media sites. The parish or school must "own" the website, content-sharing site/account, blog or other social media site/account. In the case of a website, this means that the domain name must be registered to the parish or school, and not to any individual employee or volunteer. In the case of a social networking account, blog or other social media account, this means that the account is registered to the parish or school or to a specific position within the parish or school, and that login and password information is known to or accessible by the pastor or principal and two other employees. (In other words, if the account has Saint Bede School on it, it must be "owned" by Saint Bede Parish/School.)

## Technology Use Outside of School

**Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use for technology may include, but is not limited to harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.**

**Unauthorized costs incurred for online purchases charged to the school are the responsibility of the student and his/her family.**

## DRESS CODE



### Uniform Dress Code:

At St. Bede, the uniform dress code promotes a positive atmosphere that reduces competition and directs attention to learning and growing in an environment that supports school values. The staff of St. Bede relies on parents to be the first monitors of the student dress code.

Uniforms are to be worn from the first day of school until the end of the last day, unless otherwise directed.

### Girls Kindergarten - 4th Grade

- Uniform jumper (Dennis Uniform) with red or white polo shirt
- Navy blue classic chino style dress pants with red or white polo shirt
- Navy blue classic chino style shorts with red or white polo shirt (August-October 15th AND April 15th-June)
- They may add a red or blue crew neck sweatshirt with the school logo or navy blue cardigan sweater over their school uniform for warmth. No hoodies should be worn even with school logo.
- Girls in the fourth grade have the option of wearing either the uniform jumper OR a uniform skirt from *Dennis Uniform* with a red or white polo shirt. This will allow for a transition from the jumper to the skirt.



### Girls 5th-8th Grade:

- Uniform skirt (Dennis Uniform) with red polo shirt
- Navy blue classic chino style dress pants with red polo shirt
- Navy blue classic chino style shorts with red polo shirt (August-October 15th AND April 15th-June)
- They may add a red or blue crew neck sweatshirt with the school logo or navy blue cardigan sweater over their school uniform for warmth. No hoodies should be worn even with