

Technology Plan

St. Augustine Cathedral School

<http://stakzoo.org>
600 W. Michigan Ave.
Kalamazoo, MI 49007

District code: 39010

School code: 3624

St. Augustine Cathedral School is a member of the Diocese of Kalamazoo and is part of the Kalamazoo Public School District and Kalamazoo Regional Education Service Agency.

Years covered by this plan: November 2020 – June 2025

2020-2025

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<https://csgk.org/st-augustine-welcome>



ST. AUGUSTINE
CATHEDRAL SCHOOL

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St. Augustine Cathedral School

Section II School Profile

- Providing Catholic education for over 100 years
- 290 Pre – 8 students and 33 teachers/staff
- Accredited through Michigan Non-Public Schools Accreditation Association
- Member *Michigan Association of Non-Public Schools, National Catholic Education Association*
- Located in downtown Kalamazoo
- Serves students of Kalamazoo, Gull Lake, Comstock, Parchment, Mattawan, Paw Paw, Portage, Climax-Scotts, Plainwell, Galesburg Augusta, and Schoolcraft Public School Districts
- Member of Catholic Schools of Greater Kalamazoo



St. Augustine Cathedral School

Mission

St. Augustine Cathedral School,
in partnership with parents
and the Catholic Church,
welcomes and shapes young people
as they grow in
faith, knowledge and stewardship.

Background

In 2003, St. Augustine Cathedral School became a member of Catholic Schools of Greater Kalamazoo (CSGK). CSGK is made up of two Pre-K-8 buildings and Hackett Catholic Prep High School. All three buildings are working under the direction of the high school's Technology Coordinator to provide the best possible services to the schools. The St. Augustine LAC is a strong supporter of yearly technology upgrades, directing advancement dollars to be used for technology upgrades.

The following is a description of technology being used at St. Augustine Cathedral School. Students can be seen using technology in ways that complement traditional education. Computers assist in motivating students to read in all grades and in improving and assessing student reading in the younger grades. Student spelling and writing continue to improve in part with the aid of technology. Students create projects and presentations with the aid of computers and Internet. Standardized testing is done online and assessment data is stored online.

The school is equipped with 1:1 devices for the student body. Students in grades Kindergarten through grade 5 are assigned iPads for classroom use. Middle school students are assigned chromebooks for classroom use. Network printers available on all three floors serve the school. Every classroom is connected to the system server. Teachers have access to the FACTS student database and communications system. FACTS allows parents access to information about their students. Each classroom is connected to the Internet giving students and teachers a world of information to use in learning. Teachers are equipped with desktops, laptops, Short throw projectors that enable SmartBoards, document cameras, iPads and IP cameras used for livestreaming.

The building is equipped with a computer lab running Windows 10. The school shares a file and print server with the other two Catholic schools in the system. Internet usage is CIPA, Children's Internet Protection Act, compliant by using Lightspeed Total Traffic Control to filter and track internet usage by user, and computer. The building utilizes a phone system supporting incoming and outgoing calls and a staff voicemail system.

St. Augustine Cathedral School has a shared-time technology teacher and subscribes to technology support together with St. Monica and Hackett Catholic Prep. Staff receive training in the use of online resources, including Edmentum, Follett library system, FACTS database and online gradebook, Planbook and the school website.

Educating Through Technology

The mission of St. Augustine Cathedral Schools gives students opportunities to encounter Christ and be witnesses of His love for others. As digital natives, students develop a healthy use of technology and are witness to the dignity of the human person in our world. This **vision** for technology shall support the evolution of instructional strategies that foster interactive, collaborative, and innovative teaching and learning. It shall also promote:

- Curriculum integration
- Higher level thinking skills and human achievement

- Career preparation
- Lifelong learning
- Interaction within school, homes, community, and the world
- Communications and knowledge connection

Overview of the Planning Process

This technology plan is established as a requirement of our accreditation through MNSAA. The technology plan is written by the principal, in collaboration with the technology director, and building tech supervisor, and reviewed by the school improvement team.

Major Goals of the Technology Plan

Education

- Develop the use of technology to track student academic progress.
- Integrate online programming that allows the collection and desegregation of student information.
- Develop training for staff for the preceding uses of technology.
- Encourage staff to seek Professional Development on integrating technology in to the classroom.

Improve Technology Service

- Update teacher laptops to remain current.
- Update student devices to remain current.

Web Site Improvements

- Evaluate, improve and update website regularly.

Connectivity

- Maintain telephones to classrooms to provide for efficient communication and increased safety.

Hardware

- Continue to upgrade lab and classroom machines.

Security

- Improve power supplies.
- Improve monitors of internet resources.

Operational Goals

- Continue improvement of communications through the use of E-mail.

Section IV Curriculum Integration

St. Augustine Cathedral School recognizes the importance of technology literacy. The integration of technology skills in all content areas allows students to become:

1. **Empowered Learners:** Students leverage technology to take an active role in choosing, achieving and demonstrating competency in their learning goals, informed by the learning sciences.
2. **Digital Citizens:** Students recognize the rights, responsibilities and opportunities of living, learning and working in an interconnected digital world, and they act and model in ways that are safe, legal and ethical.
3. **Knowledge Constructor:** Students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts and make meaningful learning experiences for themselves and others.
4. **Innovative Designers:** Students use a variety of technologies within a design process to identify and solve problems by creating new, useful or imaginative solutions.
5. **Computational Thinkers:** Students develop and employ strategies for understanding and solving problems in ways that leverage the power of technological methods to develop and test solutions.
6. **Creative Communicator:** Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.
7. **Global Communicators:** Students use digital tools to broaden their perspectives and enrich their learning by collaborating with others and working effectively in teams locally and globally. Students communicate clearly and express themselves creatively for a variety of purposes using the platforms, tools, styles, formats and digital media appropriate to their goals.

Section V Curriculum Standards

The *Michigan Integrated Technology Competencies for Students* articulates standards specific to students across three age bands. The standards are available to teachers online:

<https://www.remc.org/downloads/21students>

Section VI

Technology Delivery

The school is equipped with 1:1 devices for the student body. Students in grades Kindergarten through grade 5 are assigned iPads for classroom use. Middle school students are assigned chromebooks for classroom use. Teachers use online software to evaluate results of formative and summative assessments in order to increase student achievement. Students have Internet access in every classroom as well as a computer lab. The internet is used to access information beyond the school's resources. These resources enhance instruction. The school has no special needs technology; however we will evaluate these needs on a case-by-case basis.

Section VII

Parent Communications

St. Augustine School will involve parents in technology growth in a number of ways.

- Set up email communication between parents and teachers through FACTS.
- Maintain web page and social media presence to keep families and the community informed about the school and its events.
- Use website and FACTS resources, including calendar, to keep parents informed.
- Keep LAC informed of changes in technology, upgrades, plans and student accomplishments.

The St. Augustine School Technology Plan was developed in cooperation with technology director, technology support person and the School Improvement Team, which includes teachers and parent representatives from the local board. The plan will be posted on the school's website.

Section VIII

Collaboration

NA – we do not offer any adult education programs.

Section IX

Professional Development

KRESA serves as a reference to answer questions, provide educational support, and keep St. Augustine School informed about training opportunities. Computer classes and training are also offered through local colleges and universities, Western Michigan University, Kalamazoo Valley Community College, Kalamazoo College and at colleges and universities in surrounding cities. Teachers receive in-house training for use of FACTS, Planbook, email and website.

All instructional and administrative staff will continue to attend/participate in workshops and seminars designed to produce technological literacy which can be integrated in to the classrooms.

Section X

Supporting Resources

Supporting resources for all staff include but are not limited to:

- Curriculum guides
- Computer and program guides/manuals

- Copy of school policies for technology in regards to both students and staff
- Discovery Streaming
- REMC services and ISD services
- School website
- Edmentum support services
- TCI support services
- Pearson support services
- Technology director and Technology support person for Catholic Schools of Greater Kalamazoo

Section XI **Infrastructure, Hardware, Replacement Plan**

Premises of Replacement Plan

- Plan needs to be affordable on a long-term basis.
- General funds cannot be the only method of technology replacement and improvement.
- Those areas of proven and productive technology use will receive priority over those areas that have not displayed productive uses.
- All computers are less than 6 years old.
- Emerging technologies will change the costs and hardware solutions for what is considered a primary computer workstation.
- Focus is on complete and functional solutions rather than a piece-meal approach to computer installations.
- This replacement plan is limited to instructional computers, servers, copiers, and printers.
- As warranted and as money allows, computers will be upgraded to extend their useful life.

Cycle of Computer Replacement

2020-2025 Continue upgrades to computer lab or classrooms yearly, as appropriate and needed.
 Rotate classroom machines out as new lab machines are purchased.
 Staff laptops replaced on a 3 year rotation.

Basic Computer Inventory

Teacher Desktops w/monitors:	16
Lab Desktops w/monitors	34
Teacher Notebooks:	17
Chromebook Carts	3
Chromebooks	119
Ipad Carts	1
Ipads	155
Office Desktops w/monitors	3
Short throw projectors	19
Teacher iPads	16

Printers

- Network printers are located in school office, in computer lab, on the 1st floor and on 2nd floor.
- School copier is networked, allowing for large print jobs to be sent directly from classrooms.

Copiers

- Copier available to staff in workroom on 1st floor.

Organization

St. Augustine Cathedral School will accept recommendations from the following to determine most effective use of funds in purchasing of new technology for the building.

- St. Augustine Cathedral School technology teacher
- CSGK technology director
- Administration of St. Monica and HCP
- School Improvement Team

Evaluation of Current CSGK Technology

- CSGK administration will review existing technology on a yearly basis.
- Technology in need of replacement or upgrade will be identified in the building.
- New technologies will be reviewed to see if any have a role in the system's educational and strategic plans.
- CSGK administrative team will be consulted prior to any hardware or software purchases. The technology plan will be reviewed annually and an evaluation will be made on the progress and impact of the previous year's plan. Items to be considered include: timetable for completion of action items, resources to support implementation, progress monitoring of the plan, what action items have not been completed, what action items need to be added.

Technology Support

St. Augustine Cathedral School will contract with Aanalytics, provider of tech support for all CSGK schools. Technology teachers are trained in their areas of expertise, attend conferences, and belong to the appropriate professional organizations. Generally, support issues go first to the building level support people, then to CSGK technology director, then to contracted service until the problem is resolved. An automated system for network security, virus protection, web filtering, and firewalls work together to prevent problems. Systems are also in place to speed the repair process, including information backup systems.

Section XII Increase Access

To increase access to technology for all students and teachers St. Augustine Cathedral School will:

- Continually update hardware and software
- Meet with public school employees that work with our special needs students and follow their guidance to be certain that children's needs are met
- Ensure students leaving 8th grade are proficient users of technology as outlined by the State of Michigan Technology Benchmarks.

Section XIII & XIV

FUNDING AND BUDGET

Coordination of Resources

The operating budget provides funds annually to upgrade and improve computer lab and classroom technology. On average \$15,000 have been spent yearly to improve technology.

Technology 2020-2026 CSGK

Needs, Services/St. Augustine	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Upgraded technology	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Follett Library Manager	\$ 650	\$ 650	\$ 650	\$ 650	\$
FACTS	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300	\$ 3,300
Planbook	\$ 4,380	\$ 4,380	\$ 4,380	\$ 4,380	\$ 4,380
Edmentum	\$ 1,400	\$ 800	\$ 800	\$ 800	\$

Additional Technology Funding

- Advancement dollars through Annual Fund Appeal and Legacy Celebration.

Other Donations as applicable

Personnel Responsible for Coordinating Available Local and State Resources

Curriculum will drive the use of technology for students and teachers. The curriculum proficiencies will be identified first, and then technologies to be used by students and teachers will be identified.

The building-level administrator is responsible for providing a technology-rich learning environment, including equipment, for their students and teachers. The administrator is also responsible to coordinate available funding for technology in cooperation with other CSGK administrators.

Section XV

MONITORING AND EVALUATION

Evaluation goals:

- Evaluate integration of technology to ensure Technology Plan is being implemented.
- Utilize technology for student assessment in all curricular areas.
- Monitor that technology proficiency is a part of teacher enhancement program.
- Consider and evaluate integrating new technologies in to program.

Strategies for monitoring goals:

- Administrator will meet at least yearly with technology teacher and CSGK technology director to monitor progress toward reaching goals of Technology Plan.
- Administrator will work with technology teacher to bring new software into the school to monitor student achievement.
- Teachers will report on progress of achieving proficient use of technology through teacher enhancement program.
- As technology becomes more integrated in curriculum, a committee will be formed to evaluate most effective tools available to monitor student progress.
- Technology Plan will be submitted to Diocese Office of Schools for evaluation.

Section XVI

St. Augustine Cathedral School Technology Acceptable Use Policy For staff and students

CATHOLIC SCHOOLS OF GREATER KALAMAZOO
Acceptable Use Policy & Social Media Guidelines
(Adapted with permission from the Archdiocese of Detroit, April 2019)

Electronic Information Access and Acceptable Use of School Systems

Catholic Schools of Greater Kalamazoo, (CSGK), encourages and strongly promotes the use of electronic information technologies in our ministries. As a Catholic organization, we have been charged to embrace technology as a way to connect with an online community bringing the message of Jesus Christ and reflecting his character to the world.

Hackett Catholic Prep High School, St. Augustine Cathedral School, & St. Monica Catholic School, (the “School”) encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Acceptable Use of School Systems policy (this “Policy”) to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

(a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of portable electronic devices.

(b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees, volunteers and/or third parties with which the School does business.

(c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.

(d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.

(e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.

(f) “School Systems” means the School Equipment and the School Networks

(g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.

(h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

SCOPE

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, and volunteers, this Policy supplements, but does not replace, the School's handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's handbook. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

POLICY

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "as is, as available" basis.

School Responsibility

Internet Safety Provisions

Principals will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator will designate a back-up system administrator in the event that the system administrator is not available. The system administrator or the back-up system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block access to materials that are obscene, pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software will operate on all School Equipment which have Internet access while at school or outside of the School's Networks and on all User Equipment within the School wide area network (WAN) or local area network (LAN).

Subject to system administrator approval and staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

The school will implement education about online safety and appropriate online behavior. This education includes, but is not limited to, interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.

CSGK School Network

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School will be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School will be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users

Privileges

Subject to the terms of this Policy, Users have the privilege to:

1. use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.
2. access information from outside resources which facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.
3. access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.

Responsibilities

Users are responsible for:

1. using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
2. attending appropriate training sessions in the use and care of School Systems.
3. seeking instruction for the use of any available technology with which they are not familiar.
4. adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
5. refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
6. maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes. students may use e-mail, , instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
7. having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
8. material received, created or distributed using School Systems.
9. maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in noncompliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
10. preventing material considered inappropriate or pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
11. awareness of and adherence to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
12. using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
13. financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
14. any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk.
15. abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

1. using the technology for a “for-profit” business, for product advertisement or political lobbying.
2. the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others or to infiltrate computer systems or files without proper permission and authorization (hacking).
3. accessing, using, disclosing or disseminating personal identification information about minors.
4. using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which might be considered as pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, bullying or are prohibited by law.
5. participating in hate mail, harassment, discriminatory remarks and other antisocial/bullying behaviors on the network.
6. vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Social Media Use

All communication with minors (in person, via social media, websites, text messages, etc.) must adhere to:

The Charter for Protection of Children and Young People

<http://uscpcb.org/issues-and-action/child-and-youth-protection/charter.cfm>

The Children’s Online Privacy and Protection Act

<http://uscpcb.org/issues-and-action/child-and-youth-protection/charter.cfm>

With the continuing evolution of new media and next generation communications tools, the way in which our parishes, schools and families can communicate internally and externally continues to develop at a rapid pace. While this creates new opportunities, it also creates new responsibilities.

Electronic communication with minors must not be undertaken lightly. School, parish and other Affiliate Employees and Volunteers must consistently adhere to Catholic values and transparency with respect to such communications.

Many Web 2.0 tools commonly used for instruction have social media components to them which allow for sharing, collaboration and commenting. Some of these sites can be set up for a particular classroom or group, thus limiting comments to recognized participants. Others are more public in nature, allowing interaction from a wider audience. The following guidelines have been established to provide a framework for successful and beneficial use of opportunities afforded by such tools.

Schools receiving federal funding for computer technology through E-Rate must comply with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h)(5), which requires monitoring internet use by minors; filters to restrict access to obscenity, child pornography, or other material harmful to minors; and educating minors about appropriate online behavior, social networking safety, and cyberbullying.

In light of School’s mission to create a Catholic culture for instruction and faith formation and out of respect for the primary role that parents have as the first educators of their children, the following guidelines have been established to provide a framework for successful and beneficial use of opportunities afforded by such tools.

General Standards for Staff and Volunteers:

It is the responsibility of the organization and staff members to know and adhere to the standards reflected in the Social Media Policy established by the CSGK. When communicating with minors:

1. Use of communication tools between adults and minors should be confined to content that is ministerial / educational in nature and directly relates to the work around the subject matter at hand.

2. Use of communication tools between adults and minors such as instant messaging, chat, email, or text messaging for topics that are personal or that do not relate to ministerial / educational work are prohibited.
3. Do not accept friend or follow requests from minors on your personal accounts.
4. While it is understood that faculty/ staff may use communication tools outside of conventional work hours to fulfill professional obligations such as responding to email, facilitating forum discussion or blog commentary. Each staff member will define the norms for electronic communication in his or her setting.
5. It is the responsibility of the staff member to set the proper security guidelines and monitor social media tools as used for educational / ministerial purposes, as well as instruct minors in appropriate use.

General Standards for Minors:

It is the responsibility of the user to utilize tools in a responsible manner that adheres to Acceptable Use Policy and the Code of Conduct established by Hackett Catholic Prep School.

1. You are a representative of your family, your Church and your school. Bring pride to each of these important aspects of your life.
2. Following, linking, or "friending" official professional social media accounts of the parish / school and is acceptable and encouraged.
3. Following, linking, or "friending" personal accounts of adults is not acceptable.
4. Respect all people, whether you know them or not. Keep all chat positive.
5. Be careful about "kidding" and "joking". Not everyone will see it as kidding and/or joking.
6. Ask permission before posting photos and video of others; remove photos and videos of others if requested.
7. While it is understood that users may use communication tools outside of conventional hours to participate in programs; i.e. email, research, etc. users should exercise a balanced approach to online interaction.

General Standards for Parents / Guardians:

It is the responsibility of parents / guardians to be aware of social media use by their children and to communicate with the parish, school or affiliate organization if they have concerns. For additional resources, visit our Web portal at: <http://www.grlearners2leaders.org/documentation/>.

1. Establish clear guidelines for use in the home, i.e.; hours of disconnect or charging a device in a common area (not stored in the bedroom overnight)
2. Participate with your children in their online activities;
 - 2.1 know and follow your children on Instagram, Twitter and other social accounts
 - 2.2 read and comment on program blogs
 - 2.3 play a game across the room
3. Following, linking, or "friending" official professional social media accounts of the parish / school and is acceptable and encouraged.
4. Model and support responsible use as outlined here and in the Acceptable Use Policy.

Declaration -- All users are required to sign this form. *All minors are considered users and will require the signature of a parent or guardian in the space provided at the bottom of the page. Due to the nature and complexity of the policy, minors in grades K-8 will not be required to sign the form; however, minors in grades 9-12 must read and sign the form in addition to their parent(s) or guardian(s). The Technology Administrator or Technology Teacher will review the AUP with all classes at the beginning of the school year.*

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

User's Signature: _____

Print User's Name: _____

Date: _____

Parent or Guardian (only needed for users under the age of 18)

As the parent or guardian of this minor, I have read this Policy and understand that this access is designed for legitimate educational purposes. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems or any consequences of such acquisition of materials. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

As the lawfully authorized parent or guardian of the minor identified above, I hereby give permission to issue a membership account to this individual.

Parent/Guardian Signature: _____

Print Parent/Guardian Name: _____

Date: _____