

# TECHNOLOGICAL RESOURCES USE POLICY

(For Students, Faculty, Staff)

## TERMS AND CONDITIONS FOR HOLY FAMILY CATHOLIC SCHOOL TECHNOLOGICAL RESOURCES USE

Students, faculty, and staff are asked to read the attached policy (#9340 & #9340.1) before signing this document. All users will be held accountable for the rules and parameters set forth in the policy. All terms and conditions as stated in this document are applicable to Holy Family Catholic School students, faculty, and staff.

Parent/Guardian/Student's over the age of 18

As the parent or guardian of this student or I am a student over the age of 18, I have read the Terms and Conditions for Technological Resources use. I understand that this use is designated for educational purposes and that Holy Family Catholic School and its officials have taken available precautions to eliminate access to controversial material. However, I also recognize it is impossible for Holy Family Catholic School and its officials to restrict access to all controversial materials and I will not hold Holy Family Catholic School and its officials responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent/Guardian/Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Technological Resources #9340

The use of technological resources, including but not limited to, eReaders, cell phones, mp3 players, computers, mobile devices, wifi, WAN/LAN, intranet, cameras, is encouraged to support and enhance educational goals and objectives. Using technological resources is a privilege, not a right.

Each school must provide written protocol for the terms and conditions for use of technological resources. This protocol shall include stipulations for using personal devices/programs/applications that students and faculty/staff may bring to school or school sponsored events/activities. Parents, students, faculty and staff must acknowledge in writing that they have received the protocol. In addition, in order to assure child safety and protection, schools shall maintain filtering software on all school-issued devices used by and/or accessible to students.

Anyone who uses technological resources will participate in a discussion with the appropriate instructor/administrator pertaining to the proper use. The administrators and teachers will deem what is appropriate use, and their decision is final. The school may deny, revoke, or suspend specific user access. In addition, all students will be instructed about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. The school will develop a curriculum in compliance with the Children's Internet Protection Act, as well as Catholic teachings.

Schools, even those that have access to other assistance, are welcome to contact Amy Lanham, Office and Research/Data Manager for the Archdiocesan Office of Catholic Schools, for technical support.

(See appendices for samples and guidelines) (Copies are also on Website under Forms)  
(C119-Technological Resources Use Policy)

Parameters for Acceptable Use of Technological Resources in Catholic Schools #9340.1  
in the Archdiocese

Catholic School Policies  
Effective August 1, 2020

The following are to be followed by all schools of the Archdiocese of Kansas City in Kansas.

Schools technological resources are provided for use by students, faculty, staff and other authorized users of the School. All users are responsible for using these resources in an ethical, moral and lawful manner.

The following outlines the use of School technological resources:

1. The technological resources of the School are the property of the School. Therefore, unauthorized, illegal, immoral and/or unethical use of technological resources is prohibited. Access to any technological resource may be revoked by the President or Principal of the School or designee without prior notice.
2. Privacy is not guaranteed. Users are not guaranteed privacy in any use of School technological resources.
3. No student of the School may use another's computer ID or password. Students must not access another's computer account, files or other work. Attempts to access any technological resources as an administrator, a teacher or other user with additional privileges, will result in disciplinary action. (e.g. the cancellation of user privileges)
4. Vandalism, any intentional and/or malicious attempt to harm or destroy hardware, software or data will result in disciplinary actions. (e.g. cancellation of user privileges)
5. The School is not responsible for damages to any party arising from the use of any School technological resource.
6. All student access to technological resources is subject to the School's requirements, including scheduling and supervision, governing technological resources. Requirements may change without prior notice to serve the needs of the School.
7. Usage of technological resources for unacceptable and/or, non-School approved purposes is prohibited.
8. The School technological resources may not be used to intimidate or create an atmosphere of harassment. Fraudulent, threatening, or obscene e-mail or graphical displays regardless of the purpose are prohibited.
9. The School's technological resources may not be used to advance or endorse any candidate for elective public office.
10. The School's technological resources are to be used for school purposes and not for the promotion of non-School matters or self-promotion.
11. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted or plagiarized material, threatening or obscene material, installation of programs or applications or material protected by trade secret.
12. It is the responsibility of all parents, students and employees of the School to become familiar with these guidelines. It is the responsibility of all parents, students and employees to report violations of these guidelines to the appropriate School authority.
13. An individual's technological resources privileges may be suspended or restricted and/or other disciplinary action be taken immediately upon the discovery of a possible violation of these guidelines. The Archdiocesan Office of Catholic Schools will review and amend this policy when necessary.