

**700**  
**Technology**

“...it is not enough to use the media simply to spread the Christian message and the Church’s authentic teaching. It is also necessary to integrate that message into the ‘new culture’ created by modern communication...with new languages, new techniques and a new psychology.”

**--John Paul II, Redemptoris Missio**

### **Mission and Scope**

The major reason for the use of technology in the schools of the Archdiocese of Philadelphia is to serve as a tool to further the educational experience of our students. Technology serves to assist students and teachers to create opportunities for learning that would not otherwise be possible.

To guide the direction of technology in the schools of the Archdiocese, Technology Standards/Guidelines have been developed. These may be found on the Archdiocesan website..

**P/P            Hardware Standards**

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For interested parties, centralized discounts are available through the Archdiocese. It should be noted that with the ever-changing capabilities and pricing of computers in today's world, hardware standards will change. Guidance is available through the Office of Catholic Education, Director of Technology.

The Internet, email and other web-based learning activities have assumed a greater and greater role in today's classroom. The strength of the role of the Internet in education is that it affords immediate access to literally millions of sources of information. However, not all of these sources of information are either appropriate or compliant with the mission of Catholic education. Consequently, monitoring student access to the Internet is a very important function in our schools.

To protect both the student and the school, the Archdiocese has written an Acceptable User Policy (AUP) which every student and parent is asked to read and sign. A copy of the signed AUP is to be kept in the students' files. A generalized copy of the AUP, i.e., a copy without specific school name, is contained in Section 702.1. A similar form is included for Faculty and Staff cooperation in Section 702.2. The forms should be kept in a file within the principal's office for the duration of the teacher's time in the school.

Individual school and even student web pages could serve the learning environment in ways never imagined. However, caution and reserve must be followed. In no instance should a picture of a student with identifying name and characteristics be allowed on a school's web page. Whenever a school wishes to put group pictures of students on the school's web page, individual parental permission forms must be filed in the school.

**ACCEPTABLE USE  
POLICY FOR  
TECHNOLOGY**  
*Catholic Schools of the Archdiocese of  
Philadelphia*

**PURPOSE**

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

**SCOPE OF USE**

We recognize that the digital world allows anytime, anywhere access. Uses mentioned in this policy apply to **inside school** use and may in certain instances apply to personal technology use and/or uses **outside of school**. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to the disciplinary measure found herein.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip chat rooms and instant messaging.

**GOAL**

The school's goal is to prepare its members for life in a digital global community. To this end, the school will:

- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking, communication, collaboration and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship
- provide a variety of technology based tools and related technology skills

## **RESPONSIBILITIES OF USER**

Our schools will make every effort to provide a safe environment for learning with technology including Internet filtering and safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility for appropriate use.

In The Archdiocese of Philadelphia we use information and technology in safe, legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect One's Self.** Users will select online names that are appropriate and will consider the information and images that are posted online.
- **Respect Others.** Users will refrain from using technologies to bully, tease or harass other people
- **Protect One's self and Others.** Users will protect themselves and others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** Users will suitably cite any and all use of websites, books, media, etc.
- **Protect Intellectual Property.** Users will request to use the software and media others produce and protect license agreements for all software and resources.

## **TECHNOLOGY USE GUIDELINES**

**Educational Purpose/ Appropriate Use:** School technology is to be used to enhance student learning. Students must not access social networking sites or gaming sites, **except for educational purposes** under teacher supervision.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law.

**Communications:** Electronic and/or Digital communications with students should be conducted for **educationally appropriate purposes** and employ only **school** sanctioned means of communication. The **school** sanctioned communications methods include:

- Teacher school web page
- Teacher school email
- Teacher school phone number
- Teacher created, educationally focused networking sites

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices, Cellphones:** Users must adhere to local school policy that may further define uses of mobile devices. Access will be determined by the administrator of the school. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

**Examples of Unacceptable Uses - Users are not to:**

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual.
- Post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, copy disks, CD-ROMs, or other protected media.
- Use technology for any illegal activity or use of the Internet for commercial gains or profits is not allowed from an educational site.
- Breach confidentiality obligations of school or system employees
- Harm the goodwill and reputation of the school or system in the community
- Transmit any material in violation of any local, federal and state laws. This includes, but is not limited to: copyrighted material, licensed material and threatening or obscene material.

**Reporting:** Users must immediately report any damage or change to the school's hardware/software that is noticed by the user.

**Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

### **Personal Use of Social Media**

This section of the policy refers to the personal use of social media sites such as, but not limited to Facebook, Twitter, You tube and My space.

Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by teachers is forbidden on a **teacher's personal social networking site**. Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

### **Policy Violations**

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Result in the loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

ACCEPTABLE USE POLICY FOR TECHNOLOGY
Catholic Schools of the Archdiocese of Philadelphia

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and \_\_\_\_\_(school name).

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia.

Student Name/ID \_\_\_\_\_
Student Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_
Graduation Year \_\_\_\_\_
Room Number (if Elementary) \_\_\_\_\_
Grade \_\_\_\_\_

Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Access Contract

I hereby release \_\_\_\_\_(school name) and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia for \_\_\_\_\_(school name). I hereby give my permission for my child to use the Internet and will not hold \_\_\_\_\_(school name) or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

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**Administrators, Faculty and Staff Internet  
Access Contract**

I understand that when I am using the Internet or any other computer/telecommunications devices, I must adhere to all rules of courtesy, etiquette, privacy and laws regarding the use of information and data as prescribed by either Federal, State, or local laws, the Archdiocese of Philadelphia and \_\_\_\_\_(School name).

My signature below indicates that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

Teacher's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*N.B. This is available for school use, as deemed necessary.*

Catholic schools must adhere to all values embraced by the Catholic Church. This pertains to the fair use and copyright laws of the United States as well. The ease of copying software either on-site or via the Internet is both strength and a potential weakness. Schools of the Archdiocese must comply with all copyright laws both in electronic media as well as paper media. Consequently, illegal copies of computer software may not be used on the school's computers.

Technology is an integral component in providing a 21<sup>st</sup> Century learning environment. Administrators should provide opportunities for the in-servicing of all school staff. Technology in-service is offered by local educational agencies as well as by the Office of Catholic Education. Local universities and colleges also afford special opportunities for technology in-service. Additionally, teachers should be supported in seeking quality online resources for the purpose of professional development.

**P/P Individual School  
Technology Plan**

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The Office of Catholic Education strongly encourages that each school write and implement its own local technology plan. Qualified parents and volunteers could assist in the enactment of this plan.

Schools are encouraged to consult the Archdiocesan Technology Standards as well as the Director of Technology in the writing and executing of their local technology plan.

The Office of Catholic Education has published a 3 Year technology Plan. Schools should use this as a guide and support for developing plans and supporting a 21<sup>st</sup> Century classroom environment enriched and supported by technology.

Official school handbooks and the school website should include the Acceptable Use Policy for Technology. The policy is clearly promulgated to the parents, guardians and students at an appropriate time in the school year. Schools are encouraged to have all parents and students sign the signature page of the Acceptable Use Policy. These records should be kept at the school. The Acceptable User Policy should be placed in the Parent/Student Handbook of the Parish and/or Regional School and on the school website.

### **SAFE INTERNET USE**

All schools should include allowances for safe internet use.

All schools should have an internet filter in place for the purpose of blocking inappropriate content at the school.

All schools should provide proper supervision for students using the internet. Proper supervision should include an adult presence. Teachers should be providing for educational, on task use of the internet.

All schools should be providing regular education on Internet Safety. Materials for this purpose are distributed regularly to schools.