

Department of Evangelization
Acceptable Use Policy for the Internet and Technology Tools
For Use during Virtual Programs

With the introduction of COVID-19, our society, including the Archdiocese of Baltimore is turning more to technology to offer virtual programs to ensure continuation of important ministries. While offering in-person programs through the Department of Evangelization have been greatly curtailed to protect the welfare and health, providing high quality, relevant and meaningful programs, remains a priority of the Department. As a result technology skills are ever more necessary on the part of our students, volunteers and staff.

The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users. It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology accessed by the parish are to be used ethically, legally, and responsibly. As in other areas, our participants, volunteers and staff are expected to comply with the *Code of Conduct for Church Personnel in the Archdiocese of Baltimore*.

Individual users are responsible for their activity on the Internet and use of technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The purpose of this policy is to ensure that student users (and their parents), recognize the limitations the parish imposes on the use of the Internet and technology tools when participating in parish sponsored programs and that all understand the standards of behavior the Parish expects of users.

All participants of Parish sponsored programs, whether accessing while on parish-owned or personally owned property are responsible for adhering to the following guidelines for acceptable use.

1. Respect the privacy and property rights of others and the well-being of the Parish.
2. Conduct is to be consistent with Roman Catholic values and morals.
3. Treat technology tools and computer equipment with respect.

Unacceptable uses of the Internet and technology tools include but are not limited to:

1. Violating the rights or privacy of others, including by photographing or filming an individual without consent;
2. Posting or distributing videos or photographs without consent of the persons depicted and the Parish;
3. Using technology to send profanity, obscenity, or other offensive or harmful language;
4. Unauthorized utilization of content, software or applications (including plagiarism or “pirating” music) while participating in parish sponsored programs;
5. Sending false information or sending messages to the Parish community that fail to identify the sender (including anonymous messages or messages using a pseudonym);

6. Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols;
7. Revealing personal information beyond what is required for login while using Internet or web-based resources;
8. Responding to inappropriate messages from others (which should be reported to the Parish);
9. Downloading or copying information onto disks or hard drives without prior teacher approval;
10. Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images);
11. Sharing of passwords or attempting to discover another's password (passwords should be changed frequently);
12. Using or accessing another's account (network accounts are to be used only by those for whom the account has been established);
13. Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.;
14. Accessing or searching files, directories, or folders for which the user does not have authorization;
15. Intentionally erasing, renaming, or disabling of anyone else's files or programs;
16. Accessing social media, email, or other off-task websites or apps during Parish programs without explicit permission of a teacher or adult supervisor;
17. Violating Parish conduct rules or the law;
18. Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the Parish's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member or to the Parish Office, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

1. Reviewing and discussing this policy with their child as well as supporting the Parish in its enforcement;
2. Partnering with the Parish in monitoring their child's technology use;
3. Modeling appropriate Internet behaviors for their child;
4. Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to Parish personnel
5. Failure to adhere to the policy guidelines may result in disciplinary action up to and including suspension or expulsion from participation in Parish sponsored programs.

Web-based Services

Use of web-based services such as Zoom, Microsoft Teams, Google Meets or other similar electronic platforms may be visually and audio-recorded for later reference by participants and approved instructors and staff associated with the particular program. Parents of minors who

participate with using the web-based application agree their child will activate their camera in order to participate in the program and parents further acknowledge and agree that their child's videos may be recorded. If parents do not wish for their child's video and/or profile image to be recorded, they must ensure that their child's camera is turned off and should not use a personal image on their profile. Likewise, any child who un-mute their audio during the program sessions and participates orally in class agrees to have their voices recorded. If parents do not wish to have their child's voice recorded in a session recording, they should ensure that they have muted their child's application audio prior to the beginning of the each session.

Class sessions conducted via Zoom may be visually and audio-recorded for later reference by students and approved faculty and staff associated with the class. Parents of students who participate with their video-feeds activated or use a personal image on their Zoom profile acknowledge and agree that their students' videos and/or profile images will be recorded. If parents do not wish for their student's video and/or profile image to be recorded, they may ensure that their student's camera is turned off and should not use a personal image on their Zoom profile. Likewise, any students who un-mute their audio during class and participate orally in class agree to have their voices recorded. If parents do not wish to have their student's voice recorded in a class recording, they should ensure that they have muted their student's Zoom audio prior to the beginning of class.

Use of the web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth within this document. By enrolling a child in the Parish program, the parent consents to the child's participation in the Parishes academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the Parish office in writing.

I certify below that I have read, understand, and voluntarily agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed herein, or with any other policy or procedure outlined by [Name of Parish] Sacred Heart Parish may result in termination of all [Name of Parish] Sacred Heart Parish permitting my child to attend in-person classes. I acknowledge that enrollment of my child may be terminated if it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19.

Participant Name: _____ Date of Birth: _____

Program Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Phone Number: _____