



St. Theresa School Technology Policy

The primary purpose of the St. Theresa School Internet connection is educational. To this end, the following Internet Usage Policy is in effect:

- Any inappropriate behavior may lead to penalties, including but not limited to the revoking of an Internet account, disciplinary action by the school as it may deem fit, and/or legal action by the school or any third party. Any games or jokes deemed inappropriate by the Roman Catholic Church and/or St. Theresa School (which school philosophy is set forth in the parent-student handbook) on the school's computers is prohibited.
- Students are not to participate in any "chat room" activity, social media, or other activities on the school's computers/other electronic devices deemed inappropriate according to the Roman Catholic Church and/or St. Theresa School (including but not limited to the production of any such inappropriate material or documents).
- School computers/other electronic devices are not to be used for the transfer of material that is criminal, subversive, treasonous, libelous, defamatory, invasive of privacy or deemed to be inappropriate according to the Roman Catholic Church and/or St. Theresa School. I further agree that my e-mail communication at school and from home to school or vice-versa shall similarly not be subversive, treasonous, libelous, defamatory, invasive of privacy, or deemed inappropriate according to the Roman Catholic Church and/or St. Theresa School.
- Students are not to allow other persons to use their Internet account.
- Students are not to give their password to anyone.
- All information posted on websites or on social media, such as Facebook, Twitter, etc. can be viewed by the public and should be appropriate.
- Students are not allowed to create official or unofficial St. Theresa School websites or to use the name of St. Theresa Parish or School in personal websites.
- Students will be held responsible for the results of any of actions in using the Internet connection of St. Theresa School.
- Students are subject to serious disciplinary action up to, and including, expulsion for any communication, posting of text, video, pictures, animation, etc. done from any computer (including home location)/other electronic devices that is deemed inappropriate by the administration of STS
- The official St. Theresa School website is <http://www.mysts.org>.

St. Theresa School Digital Device Policies and Procedures

St. Theresa School is providing students with access to networked digital devices (including but not limited to tablets and laptops) as educational tools. We wish to encourage our students to develop the skills necessary to utilize technology as a learning tool and to enrich their learning experience through the use of interactive, educational media.

In order to participate, students must use this technology in an efficient, careful, respectful, legal and safe manner, and parent(s)/guardian(s) must agree to be responsible for their child's actions and to encourage proper use of the equipment.

While using a digital device for educational purposes can be very enjoyable, students must realize that they are not toys. In order for a student to use a digital device at STS, the student and his or her parent(s)/guardian(s) must understand and agree to adhere to our policy:

- Once a digital device is in the possession of the student, the student must realize that the digital device is his or her responsibility and that upon loss, damage or theft of the digital device, the parent(s)/guardian(s) of the student will be responsible for monetary compensation for any damage or loss incurred through negligence or willful harm.
- Parent(s)/guardian(s) of STS students must agree to pay for the cost of repair or replacement of digital devices and any accessories due to loss, theft and/or damage as a result of the action or inaction of his or her child.
- Technological equipment given to the students must be handled with proper care. Care must be taken that the digital devices at all times be in a secure position, safe from damage from the environment in the form of dropping or falling, damage from liquids, impact of any part of the digital device with any surface or any other danger to the physical and electrical integrity of the unit. An digital device must never, for instance, be placed in a location where someone may sit on it or from which it can slide off or drop.
- Students must use the touch and button interfaces appropriately, using an adequate and safe amount of pressure on the buttons and/or screen, never pushing with unnecessary force or hitting any part of the digital device.
- Should it have one, students must never remove a digital device from its protective case. Should the case come loose, the student must bring it to the teacher and have the teacher properly re-affix the case.
- Students must report improper functioning, damage, loss or theft of an digital device or any of its accessories immediately to the nearest STS faculty or staff member.
- Students must use the digital devices only in the manner directed for educational purposes. Use of unauthorized apps or of authorized apps in unauthorized manners is forbidden.
- Students must never change the configuration of a digital device in any way, unless instructed to do so by a teacher. This includes installing, removing, or moving any apps, changing any configuration settings upon the digital devices, renaming folders, changing the digital device background, setting up lockout codes, etc. In short, the student should return the digital device in the exact same configuration that it had when the student received it.
- When detaching or attaching the digital device to its power cord, students must take care to hold the tab at the base of the cord properly (not by the cord itself) and to

never use force. Students must never yank or push or pull hard. Students must make sure to align the part of the tab marked as the top (non-blank side) with the screen of the digital device.

- When returning digital devices to a cart, students must place the digital device at the designated position on the shelf proper for that digital device, as it is labeled, and make sure to connect it properly to its power cord. Students must look for a visual indication that the digital device is charging before leaving it in the cart. In the event that a connection cannot be made, the student must inform the librarian and/or his or her instructor.
- Students must always use the same digital device.
- Student must always use the digital devices ethically and responsibly.
- Students must never use a digital device in any manner that violates the local law, state law, federal law, school policies or Archdiocese policies.
- Students given school accounts to services on the internet and STS network must follow all proper use guidelines set by STS and the Archdiocese of Newark including, but not limited to security, bullying, abuse, propriety, and legality. Never divulge your passwords to or allow use of your account by any other party. Behavior in the digital medium is subject to all rules, policies, and penalties set by STS regarding student conduct.

Violation of the STS Digital Device Policy and Procedures will result in the loss of the privilege to use digital devices for an indefinite amount of time and possible disciplinary action. Damage, loss or theft will result in fines for repair and/or replacement of damaged or lost equipment.

Student Signature _____

Date _____

Signature of Parent/Guardian _____

Date _____

Signature of Parent/Guardian _____

Date _____