



TECHNOLOGY / TELECOMMUNICATIONS ACCEPTABLE USE POLICY

Our Lady Queen of Peace Catholic School is pleased to offer students access to a computer network and the Internet on the server owned by the school. To gain access to the Internet, and to use school computers all students must obtain parental permission as verified by the signatures on the technology agreement form. Should a parent prefer that a student not have Internet access, computer access will still be granted for software-based applications such as word processing. Acceptance of the technology agreement for this computer access is still required. These rules apply to both school and personally owned technology devices used on OLQP premises. Personally owned technology devices may be utilized for educational purposes during the school day as directed by a student's classroom teacher. A completed technology agreement form is required as well as compliance with additional guidelines as may be requested by the teacher allowing such devices to be used.

What is possible?

Network and Internet access will enable students to explore thousands of libraries, databases, museums, and other repositories of information around the world. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. **All computers at Our Lady Queen of Peace have content filtering software installed.** While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet justify its availability. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Individual student e-mail accounts will not be established for the students at school and accessing personal e-mail accounts is not acceptable. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below and by their supervising teacher. The use of computers is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are required never to

access personal e-mail accounts, go to restricted sites or keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Personal Safety and Personal Privacy: Students will not post personal contact information about themselves or others. Personal contact information includes addresses, telephone numbers, school addresses, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information. Use of personal or school owned electronic devices for commercial activities, product advertisement, political lobbying, game playing, gambling, unauthorized chat, blogging or chain letter communication, information on bombs, pornography, and inappropriate language, content, and communications is strictly prohibited.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the teacher. Nor should students copy other people’s work or intrude into other people’s files.

Social networking Websites such as, but not limited to Facebook, Twitter, Instagram, et al.) are off-limits on school property whether accessed on school owned or personal devices.

Inappropriate materials or language – No profane, abusive or impolite language should be used in electronic communications nor should materials be accessed which are not in line with the rules of school behavior. Students and other utilizing the school provided computer network should never view, send, or access materials, which you would not want made public. Should a student encounter such materials generated by others, he/she should report it to their teacher immediately.

In order to maintain access to the school computer network, a student:

1. Must not use a computer to harm other people or their work.
2. Must not damage the computer or the network in any way.
3. Must not interfere with the operation of the computer by installing illegal software, shareware, or freeware.
4. Must not violate copyright laws.
5. Must not view, send or display offensive messages or pictures.
6. Must not share password(s) with another person.
7. Must not waste limited resources such as disk space or printing capacity.
8. Must not trespass in another’s folders, work or files.
9. Must turn off the monitor and notify an adult immediately, when encountering materials which violate the rules of use.
10. Must not access personal e-mail accounts, Instant messaging sites or other unapproved websites.

Digital and Distance Learning Policy *(Part of Technology Acceptable Use Guidelines)*

Parents consent to Our Lady Queen of Peace Catholic School's (OLQP) collection, use, and/or disclosure of information about my children through video conferencing, online classes and recording applications and other procedures used with course instruction.

Parents understand that their child may be participating in a virtual academic setting. A child's name, image, speech, typed content, and segments of video may be transmitted during remote learning and online instruction. The information shared with the teacher, OLQP, and/or learning platform companies is meant solely for educational/class use.

Any use of this academic material outside OLQP's coursework by the student or parent, such as sharing video content to a third party website, personal website, or a social media account is strictly prohibited.

Parent and student will abide by the conditions stated in the Technology Acceptable Use Agreement and Family Handbook that was signed at the start of school for proper etiquette via media.

Parents are responsible for ensuring that their child has read, understands and abides by these terms as well.

Parents are responsible to read the privacy policies of the learning platforms used, specifically SeeSaw, Google Classroom, Google Hangout, and Google Meet. If any others are added, the school will inform me and I will read the privacy policies at that time.

It is the responsibility of the student and the parent to see that work is turned in on a timely basis in the proper digital format.

Parent understands that their child can receive a failing grade for hitting the "submit" button to change the status to "turned in" but not actually have turned in any work. It is the responsibility of the student to show what the digital work looks like to the parent/guardian to show it is actually done.



**Technology Acceptable Use Policy
Student Agreement & Parent Permission Form
Our Lady Queen of Peace Catholic School
2021-2022**

Students will have many opportunities to access technology resources at Our Lady Queen of Peace Catholic School. Students are expected to use technology in a safe and responsible manner. Refer to the Family Handbook for the full requirements of Technology Acceptable Use Policy that includes the Digital & Distance Learning Policy.

All students need access to the internet for academic success. Students in grades 1-8 will be issued Google accounts and restricted email for academic use only in Google Classroom. Google Classroom can be accessed from home. The Google account will also be used to sign in to other accounts such as Typing.com, Tynker, Quizlet, Khan Academy, Canva, Lucid Press, and other academic sites as directed by teachers.

Students will be using Google Classroom with assigned internal Gmail accounts for school use only.

OLQP makes no warranties of any kind, whether expressed or implied, for the service it is providing. OLQP will not be responsible for any damages suffered while on this system. These damages include, but are not limited to, loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or user's errors or omissions. Use of any information obtained via the information system is at your own risk. OLQP specifically disclaims any responsibility for the accuracy of information obtained through its service. All users need to consider the source of any information they obtain and consider how valid that information may be. (BOT# Revision:2014 **Policy# 190**)

As parent/guardian and student of Our Lady Queen of Peace, we have read and discussed the Technology Acceptable Use Policy found in the OLQP Family Handbook. We agree to abide with the terms and conditions of both these policies. We understand that this agreement will be kept on file at school for the **2021-2022** school year.

Student Name - Printed

Grade

Student Signature

Date

Parent or Guardian Name - Printed

Parent or Guardian Signature

Date