



St. Paul Catholic School Technology Policy

If you have questions at any time, about any of the policies in this document, feel free to contact your principal for clarification.

Electronic Communication

In an effort to reduce costs, protect our environment, and expand the lines of communication between home and school, St. Paul Catholic School will utilize electronic communication. Schools send home several communications daily and weekly. We realize that not every family has the technology and resources available for electronic communications. Therefore, if you need an alternative to electronic communication, please see the office. If at any time your situation changes, please inform the office.

Communications will be sent home via email and the Classtag App. It is your responsibility to make sure that the email address on file with the office is correct and up to date.

Media & Internet Policy

As part of the educational program produced by the school, there may be times when your child may be photographed or videotaped. Such photographs may be used to recognize student academic and/or athletic achievement, community service experiences or general school-related information in the local newspapers and would identify your child by name. These images may also be used in promotional spots throughout the year (Catholic Schools Week, marketing flyers, hallway displays) for advertising purposes. Videotaping may be used to record student work/projects and may be shared with other students, teachers, and parents. If you would not like your child's photograph to be taken, please indicate your choice on the releases form.

We believe that the Internet has great potential to serve both our school and the students enrolled. We, as partners of yours, are constantly vigilant over the safety and well-being of your children. This concern will not be reduced in the world of technology any more than it would be reduced in our physical building. It is with much confidence that we ask that you feel comfortable in granting permission to include your child's photographs and class work on the school's website and social media sites. If you would not like your child to be included on the school website or social media sites, please indicate your choice on the releases form.

The Diocese of Lansing has the following guidelines to safeguard students on school and parish web pages and the internet:

- Web page documents may include only the first name and the initial of the student's last name with parent's/guardian's written permission.
- Web page documents on a diocesan approved secure internet site may include the first and last name of students with parent's/guardian's written permission. [Only available to parents, teachers, and principals.]
- Student's personal e-mail address may not be published on school/parish web sites.
- Decisions on publishing student pictures, and audio clips are based on parent's/guardian's written permission.

- Web page documents may not include information which indicates the physical location of a student, other than attendance at a particular school/parish, or participation in activities.
- Documents to be copyrighted need date only.

In keeping with these guidelines, please indicate your choices for your child on the releases form.

Technology Acceptable Use Policy

The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools and parish catechetical programs of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan, parish, and school terms, conditions, and regulations for the use of the Internet and other technologies including, but not limited to, computers, Chromebooks, iPads, telephones, video, fax, and digital cameras. These procedures apply to all devices/technologies whether located at school, parish center or office, home, or anywhere else.

1. I will not use a computer on school/parish grounds unless an adult is present.
2. I will follow the Diocese of Lansing's and the school's and parish's code of ethics' for Internet and technologies.
3. I will only use authorized media.
 - a. I will not use any media from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.
4. I will respect the privacy of others. I will not use another's computer or media without permission. I will not use another's password, file, or identity code. If I enter another's file or know that another person has, I will notify my teacher, principal, or parish catechetical program leader.
5. I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not reveal the name, address, or phone number of others through the use of technology. I will not transmit or use photographs or others without their permission.
6. I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighted material; threatening, violent, or harassing material; obscene material, and material protected by trade secret.
7. I will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of controlled substances.
8. I will use technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the school's or parish's or anyone's data, software, hardware, or technological equipment. I will not enter into any financial obligation nor make any purchase through the use of the school's or parish's technology.
9. I will attend and participate in one training session on acceptable use of the Internet and local area networks before I am granted the privilege of access.

Access and use of the Internet, local area networks, computers, and other technologies is a privilege for the user.

Chromebook/iPad Use & Expectations

The ability to use the devices at school or home, specifically the Chromebooks and iPads is a privilege. In order to use these devices, you must abide by all of the expectations that follow.

Part 1: Use & Expectation Policies

- Chromebooks & iPads stay at school and are for school use only, unless permissions have been made with the principal.
- All backgrounds must be school appropriate and approved by a staff member.
- When a teacher is giving directions, all lids should be lowered or closed, and iPads should be on black screens.
- Devices should be used on a flat surface, that is cleared of all other materials.
- Devices are not allowed in the bathroom, locker room, or at lunch/recess.
- Devices should be used only when the teacher has given instructions for them to be used.
- Web pages and documents should only be accessed if given approval from a staff member.
- Web browsing is for educational/school use only.
- School-approved games are allowed when teachers have given permission to play.
- Sound should be muted on all devices. Use of headphones or earbuds is permitted, when granted by a teacher.
- When carrying device in the classroom, be sure the lid is closed, and you are using two hands.
- When carrying the device outside of the classroom:
 - 5-8 will carry their Chromebook in the sacks provided by St. Paul, which is worn on the back.
 - K-4 will carry their device with two hands hugged to their chest.
- Devices should never be placed into your backpack.
- Never throw, slide, drop, or press hard on your devices.
- No food or drinks allowed near your devices.
- Shut down all devices at the end of each week.

Part 2: Website & Social Media Guidelines

Think before you act because your virtual actions are real and permanent!

- Be aware of what you post online. Website and social media venues are very public. What you contribute leaves a digital footprint for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers, future colleges, or employers to see.
- Follow the school's code of conduct when writing online. It is acceptable to disagree with other's opinions; however, do it in a respectful, Christian way. Make sure that criticism is constructive and not hurtful. What is inappropriate in the classroom is inappropriate online.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birth dates, and pictures. Do not share your password with anyone besides your teachers and parents.

Before you...



THINK!

T = Is it True?
H = Is it Helpful?
I = Is it Inspiring?
N = Is it Necessary?
K = Is it Kind?

- Linking to other websites to support your thoughts and ideas is recommended. However, be sure to read and review the entire website prior to linking to ensure that all information is appropriate for a school setting.
- Do your own work! Do not use other people's intellectual property without their permission. Be aware that it is a violation of copyright law to copy and paste other's thoughts. (Plagiarism) It is good practice to hyperlink to your sources.
- Be aware that pictures may also be protected under copyright laws. Verify that you have permission to use the image or that it is under Creative Commons attribution.
- How you represent yourself online is an extension of yourself. Do not misrepresent yourself by using someone else's identity.
- If you run across inappropriate material that makes you feel uncomfortable or is not respectful, tell your teacher right away.
- Online work should be well written. Follow writing conventions including proper grammar, capitalization, and punctuation. If you edit someone else's work, be sure it is in the spirit of improving the writing.
- Students are not allowed to change any settings without teacher permission.
- Students will have access to YouTube. They are expected to use it for school provided/related links only.