

Jackson Area Catholic Schools Technology Code

Code of Ethics for Technology and Internet

The educational programs of the Catholic schools require the ethical use of technology including the Internet by all employees, volunteers and students as stated in the Terms, Conditions and Regulations for the use of technology and the Internet. Violations of this code may result in denial of access privileges, school disciplinary action and/or appropriate legal action. Certain violations may also be criminal offenses.

Since the Catholic schools provide these services and technologies, all school policies governing appropriate behavior are applicable when using the technologies. These policies apply to all users of telecommunication systems entered via equipment and access lines at each school or who obtain their access privileges through association with a school.

Internet and Other Technology Terms, Conditions and Regulations

Use of the Internet and other technologies must support and be consistent with the educational goals and objectives of the Catholic schools. The Catholic schools will periodically make determinations of whether specific uses of Internet and other technologies are consistent with acceptable use practice.

Unacceptable use

This is not to be considered an all inclusive list. Violations of these policies will follow the standards of action for violations of appropriate school behavior as listed in the student handbook. The Administrators of each Catholic school reserves the right to respond to any violation not listed here in a manner they deem appropriate. The Catholic schools have taken the precautions to restrict access to controversial materials via technology.

Transmission of any material violating any U.S. State regulations or regulations of foreign countries is prohibited. This includes, but is not limited to:

- Copyrighted material
- Threatening, violent or harassing material
- Obscene material
- Material protected by trade secrets
- Any type of vandalism including but not limited to, the uploading or creation of computer viruses.
- Unauthorized use of another's computer or computer file. All communication and files should be assumed to be private property.
- Use of another password or other identifier codes.
- Revealing one's own personal address or phone number of those of others.
- Use of photographs, movies or sound recordings of others without their permission.

- Unauthorized removal, installation or relocation of any software or technological equipment.
- Failure to report to a teacher or Administrator unacceptable use of Internet or other technologies by another user may in itself be deemed an unacceptable use.
- Students are prohibited from accessing or sending email, transferring files (uploads/downloads), accessing peer to peer networking sites, instant messaging, blogging, participating in social networking, and any voice, video or other electronic messaging of any type on the school local network or the Internet via the computer or other electronic devices in the school, unless specifically directed by a teacher as part of an educational activity.
- Students are prohibited from altering computer settings.

Also prohibited are commercial activities, product advertisement, political lobbying, game playing, unauthorized "chat" or chain letter communications, as well as extensive personal and private business uses. Other unacceptable types of information are pornography, information on explosive devices, inappropriate language and communications, inappropriate text files, and files dangerous to the integrity of the Catholic schools.

Privileges

The use of the Internet and other technologies are privileges granted by each of the Catholic schools. Inappropriate use may result in cancellation of these privileges. Students bringing into the school computers or digital media of any form, must have the approval of a teacher and the equipment/media must be labeled with the student's name. Students bring in their own equipment/media at their own risk and the school the student attends is not responsible for damage, loss, or data corruption. If connecting the equipment or using the media with one of the schools computers, network, or other equipment, students must have authorization from the school administrator or designee. The school reserves the right to remove and keep computer files or any other technological end product which is a result of unacceptable use. These privileges will be issued upon annual receipt of written permission of parent(s)/guardian(s) and a signed statement by the student to comply with the Technology Code. And to employees upon receipt of a signed statement to comply with the Technology Code.

Warranties

The schools make no warranties (guarantees) of any kind for the service it is providing. The schools are not responsible for any damages users suffer from loss of data, inaccurate data or poor quality data. Use of any data obtained via the Internet or other technologies is at the user's own risk. All users will be responsible for any financial obligation that is not preauthorized by the school.

Our Catholic schools encourage and strongly promote the use of technology in education. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the school's terms, conditions, and regulations for the use of the Internet and other technologies.

1. I will follow the Catholic schools code of ethics for the Internet and technology.
2. I will obtain teacher permission before bringing computer equipment into the school. Before connecting or loading them onto school computers or the network I will get the authorization of the Technology Coordinator. Equipment and data I bring in is my responsibility and the school is not responsible for its loss or damage while it is in the building. I will label all equipment and media I bring from home.
3. I will respect the security of the school computers, data, and network. I will not use another's computer, media, or data. I will not use another's password or identity code.
4. I will respect the safety and privacy of others and myself. I will not reveal my personal address or phone number or other personal information through the use of technology. I will not reveal the addresses, phone numbers or other personal information of others. I will not take, use or transmit photos, movies or sound recordings of others without their specific permission.
5. I will respect the laws of the United States, it's individual states, and foreign countries in regard to copyrighted material; threatening, violent, or harassing material; obscene material; and material protected by trade secret.
6. 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 anyone's data, software, hardware of technological equipment.
7. I will not access or attempt to access or send email, transfer files (upload/download), access peer to peer networking sites, instant message, participate in or access blog sites, social networking, newsgroups, or any electronic messaging or portal sites.
8. I will not alter computer settings such as desktop backgrounds and appearance, alert sounds and pointer icons, toolbars and menus, window and icon labels and locations, volume settings, leave messages on computers, empty trash or recycle bins, or "customize" computer settings on any school computers unless a teacher has specifically directed me to.
9. I will not access the Internet without the specific authorization and supervision of a teacher. I will limit my Internet use to sites and/or searches designated by the teacher for educational purposes.
10. I will use cell phones and other electronic devices respectfully, in ways that do not interfere with the learning environment here at school. I will only use cell phone and other personal

electronic devices only when permitted.

11. I will report inappropriate uses of the Internet and other technologies to a teacher or administrator.

12. I will attend and participate in the prescribed training required by all the Catholic schools before I am granted the privilege of access.

Access and use of the Internet, local area networks, computers, and other technology is a privilege for the user. The Catholic schools have developed a Code of Ethics for the Internet and technology.

I have read and understand the policy for use of this privilege. I accept the terms, conditions and regulations of this policy.

User Signature

Date

Parent/Guardian Signature

Date