

Acceptable Use Policy for Technology
Academies and Parish Schools within the Diocese of Brooklyn
August 2018

1. **Purpose:**

Throughout the years, the Academies and Parish Schools within the Diocese of Brooklyn have maintained a steadfast dedication to educational excellence and Catholic culture rooted in faith, service, and personal responsibility. The Diocese of Brooklyn is committed to provide programs that enable all students to develop effective communication skills while striving for academic excellence.

The Diocese of Brooklyn is dedicated to the utilization of technology today to produce moral, innovative, and creative leaders for tomorrow.

Existing and emerging digital technologies present new opportunities and challenges for our Academy/Parish School communities. The Acceptable Use Policy for Technology shall apply to all students, faculty, administrators, staff, and volunteers who are allowed access to Academy/Parish School technology resources. Outside and/or personal uses may be governed by this policy as well, where applicable.

The Superintendent delegates to the principals the responsibility for implementing regulations and procedures for the appropriate use of technology and internet resources that follow these guidelines.

1. All persons will use technology in a courteous, appropriate, respectful, and ethical manner in accord with our Catholic faith.
2. Students will use Academy/Parish School owned technology for appropriate learning purposes under the supervision of the principal and/or classroom teacher.
3. Students, employees, and visitors will use Academy/Parish School technology in accordance with all policies and procedures of the Diocese of Brooklyn.

2. **Scope of Use:**

The technology vision for the Academies and Parish Schools within the Diocese of Brooklyn is such that its use supports the Catholic Church's overall mission. We are aware that the digital world allows 24 hour access, anywhere, anytime. This policy applies to the use of technology inside the Academy/Parish School but may in certain instances apply to personal use outside of the Academy/Parish School. When personal outside use of a technology causes a disruption to teaching, harms or interferes with the rights of others in the Academy/Parish School community or otherwise violates all or part of this AUP, these users may be subject to disciplinary measures found within.

3. **Definitions of Technology:**

- a. Technology is used as a general term for devices and software used in the creation, transfer, storage, reproduction, or other such interaction with digital or analog content. It also encompasses the communication protocols used in relation to such content.
- b. This includes all existing, as well as, emerging technologies. These include but are not limited to:
 - Cell Phones, Smart Phones
 - Storage Devices (USB Flash Drives, External/Internal Hard Disk Drives, Cloud Storage)
 - Computing Devices (Laptops/Desktops, Tablets, Netbooks, Chromebooks, etc.)
 - Portable Entertainment Systems (gaming systems, audio/video players)
 - Recording Devices (digital or analog audio/video/photo capture devices)
 - Any other convergent technologies (Social Networking, email, instant messaging, etc.)
- c. The Diocese of Brooklyn requires all Academies and Parish Schools to publish the following statement on web portals, in student/parent handbooks, faculty /staff handbooks, agendas, etc.:

“The use of technology is permitted on academy/parish school premises under limited conditions as authorized by the Principal for the sole purpose of enhancing academic achievement while respecting the dignity and safety of all members of the Holy Child Jesus Catholic Academy community.”

4. **Responsibilities of User:**

The Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn will make every effort to provide a safe environment for learning with technology including internet filtering and safeguards in accordance with CIPA regulations. CIPA requires that Academies and Parish Schools create a policy addressing the following:

- Access by minors to inappropriate matter on the internet
- The safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communication
- Unauthorized access, including so-called “hacking” and other unlawful activities by minors online
- Unauthorized disclosure, use, and dissemination of personal information regarding minors; and
- Measures restricting minors’ access to materials harmful to them

As part of this compliance, I-Safe, an Internet Safety Curriculum, has been implemented in all Academies and Parish Schools as of Fall 2012. All students are required to participate in this program to educate and empower them to make their internet experiences safe and responsible. The goal is to educate students on how to avoid dangerous, inappropriate, or unlawful online behavior. The students, faculty, administrators, staff, and Academy/Parish School community are granted the privilege of using technology. With this privilege comes the responsibility for appropriate use.

In using the information and technology in safe, legal, and responsible ways, the following conditions of being a digital citizen within the Diocese of Brooklyn are expected

- **Respect One's Self**
 - Public names should be appropriate
 - Be mindful of any and all content you post including photos, personal views, comments, personal information, etc.
- **Respect Others**
 - Be mindful of comments, posts, photos or any content directed toward or including others
 - Refrain from engaging in inflammatory, harassing, or any other such disrespectful behavior
- **Protect One's Self and Others**
 - Report any and all cyber-abuse committed against you or others to teachers and/or administrators
- **Respect Intellectual Property**
 - Cite sources when using any content not originally authored by you

Members of the Academy/Parish School community must remember that when telecommunicating with individuals, groups, or institutions, you are doing so as an individual. You should not represent yourself, your views, ideas, questions, or actions as representing the Academy/Parish School without the expressed permission of the principal.

5. **Security of Technology:**

The all Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn assume no responsibility for the theft, loss, repair or replacement of any technology devices that are brought onto Academy/Parish School property, whether it is lost, stolen, damaged, or confiscated.

Security on any computer system is a high priority. If you believe you can identify a security issue, you must notify a system administrator, principal, or teacher and not disclose the problem to others in any way. Although there are safeguards in place to protect all users from inappropriate content, we are not responsible for failures in filtering that result in a bypass of our program and/or access to objectionable content. If any inappropriate content bypasses these safeguards, any parties involved should turn off the monitor/system and report the security breach immediately to a system administrator, teacher or the principal.

Additionally, members of the Holy Child Jesus Catholic Academy community shall not:

- Use another's credentials for any reason
- Gain or attempt to gain unauthorized access to Diocesan or Academy computers or computer systems.
- Download or install any software application without prior authorization.

6. Technology Use Guidelines:

a. Appropriate Use/Educational Purpose

It is the policy of the Academies and Parish Schools within the Diocese of Brooklyn that technology be used to support learning and enhance instruction. Technology will be used in a responsible, efficient, ethical, and legal manner, consistent with the moral teachings of the Roman Catholic Church.

b. Communications (Teachers/Parents/Students)

Electronic and/or Digital communication between teachers and parents should be conducted for educationally appropriate purposes and utilize only Academy/Parish School sanctioned communication methods. These methods include:

- Teacher Academy/Parish School web page
- Teacher Academy/Parish School email
- Teacher Academy/Parish School phone #
- Teacher created, Academy/Parish School approved, educationally focused networking sites

Student addresses, telephone numbers and email addresses are provided to faculty solely for use in contacting parents about student academic performance. This information may not be used for any other purpose by faculty or staff without the explicit permission from the Principal.

c. Examples of Unacceptable Uses of Technology

Users are not to:

- Use technology to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Refer to the Diocesan bullying and cyber-bullying policies.
- Post, publish, reproduce, or display any defamatory, inaccurate, violent, abusive, profane, or sexually oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude, or threatening language.
- Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
- Use a photograph, image, video, or likeness of any students, or employee without express permission of that individual and of the principal.
- Create any site, post any photo, image, or video of another except with express permission of that individual and the principal.
- Attempt to circumvent system security.
- Deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Violate license agreements, reproduce or distribute copyrighted material, protected media or otherwise bypass licensing security.
- Use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

- Breach confidentiality obligations of Academy/Parish School or system employees
- Harm the goodwill and reputation of the Academy/Parish School or system in the community.
- Transmit any material in violation of any local, federal, and/or state laws. This includes, but is not limited to: copyrighted material, licensed material and/or threatening or obscene material.

d. Administrative Rights (To monitor use of technology)

The Academy/Parish School reserves the right to monitor both student and employee use of technology and computer accessed content. Due to the evolving nature of technology, the Academies and Parish Schools within the Roman Catholic Diocese of Brooklyn reserve the right to amend or add to this policy at any time without notice.

e. Personal use of Social Media (Teachers, Students)

This section refers to the personal use of social media. This includes, but is not limited to Facebook, Twitter, YouTube, Tumblr, Instagram, Google+, LinkedIn, Snapchat or any other such medium.

All references to Academy/Parish School personnel, students and/or any member of the Academy/Parish School community in technology related mediums such as web pages or email which is deemed to be conduct injurious to the moral tone of the Academy/Parish School are violations of this policy

Any communication with current students by faculty, staff or administration is strictly forbidden on any personal social networking site. Personal posts must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications. Personal Social Media accounts should be set to private to reduce student access to personal information. Representation of the Academy/Parish School in whole or part on any personal posts and/or communication is prohibited.

f. Vandalism

Vandalism is defined as any malicious attempt to damage and/or destroy hardware or software systems, or the information of any other user. This includes, but is not limited to, the creation, distribution, proliferation or conspiracy of malicious software. If equipment is damaged in the course of actions taken by an individual, whether on or off campus use, that individual assumes all responsibility for any and all damages and associated costs thereof.

h. Technology Use Outside of School or School-Owned Devices

In accordance with New York State Law on Cyberbullying, inappropriate, defamatory, or content found to be injurious to a school/academy community member may result in disciplinary action, even if done outside of school/academy premises or using devices not owned or controlled by the school/academy. All instances of such behavior must be reported immediately to the administration, who will investigate the matter and enforce the consequences deemed appropriate.

7. Policy Violations:

Violation of this policy in whole or in part may result in any or all of the following and will be issued at the discretion of the Academy/Parish School principal:

- Academy/Parish School Disciplinary action including, but not limited to, detention, suspension, expulsion, and /or legal action by the school/academy, civil authorities, and/or other involved parties.
- Compensation for damages, both physical and punitive, incurred due to actions in violation of this AUP

NOTE:

Students will not be given access to Academy/Parish School technology without an appropriately completed and signed acknowledgment form on file in the Academy/Parish School office.