

**ACCEPTABLE USE OF SCHOOL TECHNOLOGY  
WEBSITE POLICY  
MOBILE ELECTRONIC/COMPUTING DEVICES**

**SGNET**

**Introduction**

The primary purpose of the St. Germaine School electronic communications network (SGnet) and related technologies that attach to it is to support and enhance learning and teaching that prepares students for success in an information society. The SGnet includes all computer hardware, software, and network infrastructure owned or operated by St. Germaine School including its internal network, portals, and/or online resources. Use of the system is defined as obtaining access to any St. Germaine School technology, software, or services regardless of the technical device, and regardless of whether or not the device is owned or operated by the School. Students, staff, and guests in St. Germaine School who are provided with access to networks (including the Internet), SGnet, and other technologies by the School shall be governed by the following policy.

The Internet enables worldwide connection to e-mail, discussion groups, databases, software, file storage and other information resources, such as libraries and museums. St. Germaine School provides network access to promote educational excellence in St. Germaine School by facilitating resource sharing, innovation, and communication. St. Germaine School firmly believes that the value of information and interaction available on networks far outweigh the possibility that users may procure material that is not consistent with the educational goals of St. Germaine School. The use of SGnet is a privilege, not a right, it may be revoked at any time for inappropriate behavior.

Users have no expectation of privacy in their use of SGnet. The School has the right to access, review, copy, delete, or disclose, as allowed by law, any digitally recorded information stored in, or passed through SGnet, regardless of the initial intentions or expectations of the user. St. Germaine School has the right and responsibility to monitor the use of SGnet by its users including tracking of internet, network, hardware, and software use. Users assume responsibility for understanding the policy and guidelines as a condition of using the network. Staff members are accountable to use the network responsibly. Use of the network that is inconsistent with this policy may result in loss of access as well as other disciplinary or legal action. Any use of SGnet by any student, staff member, or guest that disrupts the educational process or goals of St. Germaine School is prohibited.

**Philosophy**

St. Germaine School makes available computing and network resources for students, faculty, staff, and community/guest users. The resources exist solely for educational purposes to carry out the legitimate business of St. Germaine School. All users of SGnet are responsible for using these resources in an effective, ethical and lawful manner, and in accordance with federal, state, and local laws. The School's technology resources and the data entered, created, received, viewed, accessed, stored or transmitted by the School's technology resources are School property with the exception of certain student-created work stored on network drives or unless stipulated otherwise. **Acceptable and unacceptable uses of resources are outlined in related procedures.** Users should:

- Exercise personal responsibility for understanding limits and privilege of computing resources;
- Use resources legally and ethically;

- Understand related privacy and ownership issues;
- Conserve and protect resources.

### **Risk**

It is impossible to control all materials on the network. Sites accessible via SGnet, particularly networks not under School control, might contain material that is illegal, defamatory, obscene, inaccurate or controversial. With global access to computers and people, there is a risk that students may access material that might not be considered to be of educational value in the context of the school setting. No technology is guaranteed to be 100% error free or dependable. The School makes no warranties of any kind for the service it is providing. The School is not liable or responsible for: 1) any information that may be lost, damaged or unavailable due to technical or other difficulties; 2) the accuracy or suitability of any information that is retrieved through technology; 3) breaches of confidentiality; or 4) defamatory material.

### **Users responsibility**

Students and staff should use School technology in a responsible, efficient, ethical, and legal manner in accordance with the St. Germaine School mission. Network users, like traditional library users, are responsible for their actions in accessing available resources. The user is responsible for making sure any information received does not contain pornographic or indecent material, material inconsistent with the values and mission of St. Germaine School, inappropriate language, or files that are potentially dangerous to the integrity of the hardware/software on school premises. Technology protection measures shall be used on each School computer with Internet access. They shall include a filtering device that protects against Internet access by both adults and minors to visual depictions that are: (1) obscene; (2) pornographic; or (3) harmful or inappropriate for students, as defined by the *Children's Internet Protection Act* and as determined by the Principal or designee. The user is not permitted to install any software that may be used to circumvent network or computer security or to violate any School policies or break any law.

### **Inappropriate Uses**

Inappropriate use includes, but is not limited to, those uses that violate the law, are inconsistent with St. Germaine School's educational mission, disrupt the educational process, interfere with work responsibilities, are not in accord with this policy, or that hamper the integrity or security of SGnet or any external networks to which SGnet are connected. Any use of a mobile computing device on school grounds at any time, by any student, staff member, or guest that disrupts educational process, goals of St. Germaine School, or violates this policy is prohibited.

### **Websites and Social Networks**

SGnet shall not be used to access social networking services or websites (e.g. Facebook, Twitter, etc.) unless pre-approved by School administration in connection with student instruction. Under no circumstances will a School employee use SGnet to communicate with School students for any reason unrelated to the employee's professional duties or responsibilities.

## **Introduction**

St. Germaine School web sites provide information to the world about school curriculum, instruction, school-authorized activities, and other general information relating to our School's mission. The School reserves the exclusive right to determine the content permitted on its web site ([www.stgermaine.com](http://www.stgermaine.com)), including any links posted thereto, and to remove any content, including links, inconsistent with this Policy, or with the educational mission and values of St. Germaine School. This policy refers to both "Internal" and "External" websites which are defined as:

*Internal Sites:* Any networked or online resource that allows publishing of content in any format that is accessible to students, staff, or the public where accounts and access are created and maintained by the School.

*External Sites:* Any online resource (including social networks) that allows publishing of content in any format that is accessible to students, staff, or the public where accounts and access are not created and maintained by the District.

The term "sites" in this policy refers to both Internal and External web pages and any site created by an employee, volunteer, or student that identifies the content author or contributor as an employee, volunteer, or student associated with St. Germaine School, or any activity associated with St. Germaine School or links back to any internal site.

## **Philosophy**

### **1. Risk**

As with other technology, the School cannot guarantee that the development and use of web pages will be error-free or completely dependable. While the School will strive to ensure that web pages created by School staff are accurate and appropriate, the School is not liable or responsible for: (1) any information that may be lost, damaged, or unavailable due to technical or other difficulties; (2) the accuracy of information on School web pages; (3) breaches of confidentiality; or (4) the unauthorized use of or access to School web pages.

### **2. Subject Matter**

All subject matter on web pages should relate to curriculum, instruction, school-authorized activities, general information that is appropriate and of interest to others, or it should relate to the School. The St. Germaine School website may not include personal home pages or home pages for other individuals or organizations not directly affiliated with the School. Staff or students may publish work only as part of a department or school-sponsored organization.

### **3. Quality**

All web page work should strive to be free of spelling and grammatical errors. Regarding the question of quality or propriety of web page material, appearance, or content, the judgment of the Principal will prevail.

### **4. Ownership**

All web pages on the School's servers are the property of the St. Germaine School. All work created on School time, using School equipment, and/or for work related purposes may be considered "work for hire" and ownership of physical or virtual products will be surrendered by the creator of the work to the Principal upon request. Any online material created to be used with students for instructional or co-curricular purposes must be associated with a St. Germaine School email account and access to or ownership of these resources must be given to the Principal upon request.

### **Student Safeguards**

1. In general, documents may not include a student's full name or phone number or address unless parents and the School's Principal grants permission.
2. Published e-mail addresses are restricted to a department or school-sponsored organization.
3. Students or parents may select to not have their image in School publications or websites pictures (video or still) and audio clips by completing a form provided at the beginning of each school year by the school principal.

### **Compliance With Other St. Germaine School Policies**

All documents on the St. Germaine School web server(s) must conform to all other School Board Policies and Procedures as well as established school guidelines. Persons developing or maintaining content on the School's website are responsible for complying with these and other policies as well as the procedures outlined in this document. All content and links to external sites should support the learning process and relate to curriculum and instruction, extracurricular activities or information about the school system. Information posted on SGnet must be accurate and fair, may not harm the reputation of an individual, and must follow the guidelines outlined in this policy.

1. No one may use audio, pictures, or videos of current, or former students or staff members if they have requested to withhold publishing. The Principal will keep documentation of any requests on file.
2. Documents created for St. Germaine School web and contained on, or linked to, internal site pages will meet the criteria for use as instructional resources. The School may remove or delete any information on a School webpage at any time without providing reason to the page's creator. The School maintains the right to publish, not to publish, remove and require removal of any content.
3. Any links to School web pages that are not specifically curriculum-related will meet the criteria established in this Policy. Any other non-curricular materials should be limited to information about school-sponsored activities. Web page links may not include entities whose primary purpose is commercial or political advertising without Principal approval.
4. All communications via the School web pages will comply with Board policies, administrative procedures, and all local, state, and federal laws.
5. Any student information communicated via the School web pages will comply with St. Germaine School's policies on Student Records and all laws considering student records.
6. Home pages must be in accordance with the guidelines established by the Principal.

7. Pages and online content not located on the School web server but residing on a School computer must still meet all of the guidelines set forth in this policy.

### Copyright

1. Electronic transmission of materials is a form of copying. No one may produce or transmit unlawful copies of copyrighted materials via the School's equipment or services. Home page creators will only post materials to the web that to the best of their knowledge are not copyrighted, trademarked or used without the permission of the author. For material used with the permission of the trademark or copyright holder, documentation verifying the granting of permission should be included. No one should use photographs, drawings, video clips or sound clips on a web page without permission of the person who created them or the person who owns the rights to them.

2. All pages of the St. Germaine School web sites are copyrighted and the sole property of St. Germaine School.

3. All links that take users to sites outside St. Germaine School pages should be identified as taking the user to a site not created or regulated by St. Germaine School.

### MOBILE ELECTRONIC/COMPUTING DEVICES

Using a cellular telephone, video recording device, personal digital assistant (PDA), electronic paging device, portable gaming system, digital audio or video system, mobile phone, or any other mobile electronic computing device by anyone, including students, staff, or guests, in any manner that disrupts the educational environment, violates this Policy, or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, to cheat, for unlawful purposes, or to bully, harass, or otherwise violate staff or student conduct rules, is prohibited.

Prohibited conduct also specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of an electronic computing device, mobile or otherwise.

All mobile computing devices brought on to school grounds are done so at the user's own risk and St. Germaine School is not responsible for any loss or damage of a personal device.

Unless otherwise banned under this policy, or by the Building Principal, all electronic devices must be kept silenced and out-of-sight and stored in a locker, ***backpack, purse, pocket, or other place where they are not visible*** during the regular school day unless:

- a) it is being used in an area and manner determined acceptable by the Building Principal;
- b) it is needed in an emergency that threatens the safety of students, staff, guests, or other individuals;
- c) the supervising staff member allows for use of mobile computing devices in the classroom or in other areas being used to conduct instruction, including school trips, and the devices are being used for instructional purposes.

Students and guests must comply with staff directives, including but not limited to, ending phone conversations for face-to-face interaction, using appropriate voice volume, and appropriate device volume. When in use, mobile phones, or any mobile computing device that can be used for verbal communication, must be on vibrate or silent mode so that no audible ring, notification, or audible tone of any kind is heard.

Use of mobile computing devices by students, staff, or guests is not to be disruptive to any activity or event associated with the School.

Violations of this policy may result in confiscation of the equipment by any school employee who will then turn the equipment over to the designated building administrator(s) as soon as possible. Arrangements must be made by the student's parent(s) or legal guardian to retrieve the equipment from the building principal. The student may be suspended for violation of this Policy, and may be expelled for egregious or multiple violations.