

# St. Odilia School Policy and Information Manual

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## 5150      Acceptable Technology and Internet Use

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### 1.0    Policy Statement

- 1.1    This policy sets forth acceptable and safe use practices for St. Odilia Electronic Technologies, the Internet and campus wide Intranet.
- 1.2    St. Odilia School provides technology resources to its students, staff, parents/guardians and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence at St. Odilia School by facilitating resource sharing enabling innovation and communication with the support and supervision of parents/guardians, teachers and St. Odilia Staff.

### 2.0    Definitions

- 2.1    Electronic Technologies – refers to, but is not limited to: computers and peripherals, tablets, printers, cell phones, and the applications they support and/or access.
- 2.2    Harmful to Minors – is any picture, image, graphic image file, or other visual depiction that:
  - 2.2.1    Taken as a whole, and with respect to minors, appeals to a prurient interest in nudity, violence, sex, or excretion; or
  - 2.2.2    Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors: an actual or simulated sexual act or sexual contact; actual, or simulated, normal or perverted sexual acts; or a lewd exhibition of the genitals; and
  - 2.2.3    Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- 2.3    Internet – is an electronic communications network that connects computer networks and organizational computer facilities around the world.
- 2.4    Intranet – is the School’s network, which restricts access to only authorized Users which may include students, staff, parents/guardians, contractors, vendors and volunteers.
- 2.5    User – is any person using the School’s electronic technologies.

### 3.0    Procedure

- 3.1    School computers, telecom, memory devices, networks, and related hardware and software are the property of St. Odilia School. At no time does St. Odilia School relinquish its exclusive

control of Electronic Technologies.

3.2 All Electronic Technologies must be used in support of the educational program of St. Odilia School.

### 3.3 ABUSIVE OR INAPPROPRIATE USE

Abusive or inappropriate conduct related to the use of Electronic Technologies, including interfering with network functions and the standardization of technologies, may result in one or more of the following consequences depending upon the nature and degree of violation:

3.3.1 Limitation of access.

3.3.2 Suspension or cancellation of use or access privileges;

3.3.3 Payments for damages and repairs;

3.3.4 Discipline under other appropriate School policies.

### 3.4 INAPPROPRIATE USE

3.4.1 Users shall not engage in any activity that disrupts or hinders the performance of the St. Odilia School's Electronic Technologies.

3.4.2 The following uses of the St. Odilia Electronic Technologies are considered inappropriate:

- (1) Users will not use St. Odilia School's Electronic Technologies to access, review, upload, download, store, print, post, receive, transmit or distribute:
  - (a) Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
  - (b) Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, libelous, threatening, disrespectful, or sexually explicit language;
  - (c) Materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process;
  - (d) Information or materials that could cause damage or danger of disruption to the educational process;
  - (e) Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment, discrimination, bullying, or any other material that would violate any law.
  - (f) Orders made by shopping online during time designated as off-limits by the school.
  - (g) Personal photos, files or music not related to educational purposes for any extended length of time.

- (2) Users will not use St. Odilia School's Electronic Technologies to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass or bully another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- (3) Users will not use St. Odilia School's Electronic Technologies to engage in any illegal act or violate any local, state or federal statute or law.
- (4) Users will not use St. Odilia School's Electronic Technologies for political campaigning.
- (5) Users will not physically or electronically vandalize St. Odilia School's Electronic Technologies or use St. Odilia School's Electronic Technologies to vandalize, damage or disable the property of another person or organization.
  - (a) Users will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means.
  - (b) Users will not tamper with, modify or change St. Odilia School's Electronic Technologies software, hardware or wiring or take any action to violate the St. Odilia School's security system.
  - (c) Users will not use the St. Odilia School's Electronic Technologies in such a way as to disrupt the use of the system by other Users.
  - (d) Users may not add or remove any software, nor modify the equipment, software configuration, or environment. All Electronic Technology requests must go through St. Odilia School's technology department processes.
- (6) Users will not use St. Odilia School's Electronic Technologies to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
- (7) Users will not use St. Odilia School's Electronic Technologies to post information in public access areas regarding private information about another person.

Private information includes personal contact information about themselves or other persons, or other personally identifiable information including, but not limited to: addresses, telephone numbers, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable.

Users will not repost a message that was sent to the User privately without permission of the person who sent the message.

- (8) Users will not attempt to gain unauthorized access to St. Odilia School's Electronic Technologies or any other system through the School's Electronic Technologies.
- (9) Users will not attempt to logon through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Access through any means, other than an individual's User logon and password, is not

permitted.

- (10) Messages, files and records on St. Odilia School's Electronic Technologies may not be encrypted without the permission of the Principal. Users must keep all account information and passwords private.
- (11) Users will not use St. Odilia School's Electronic Technologies in any way that may violate trademark copyright laws or usage licensing agreements:
  - (a) Users will not use another person's property without the person's prior approval, or proper citation, and the proper approval of St. Odilia Staff.
  - (b) Users will not load, download or exchange pirated software; or copy software to, or from, any School computer including freeware and shareware.
  - (c) Users will not plagiarize works found on the Internet or other information resources.
- (12) Users will not use St. Odilia School's Electronic Technologies for unauthorized commercial purposes or for personal financial use. Users will not use St. Odilia School's Electronic Technologies to offer or provide goods or services, or for product advertisement, except as authorized by the Principal.

### 3.5 SAFETY FILTERS

- 3.5.1 St. Odilia School will employ technology protection measures during use of devices with Internet access by minors and adults. The technology protection measures will use best efforts and industry standard approaches to block or filter Internet access to any visual depictions that are obscene, violent, pornographic, or Harmful to Minors.
- 3.5.2 Access to chat rooms, discussion boards, school-issued email and other forms of direct electronic communications are limited to applications approved by St. Odilia School and/or hosted within the School domain for the safety and security of minors.
- 3.5.3 St. Odilia School will monitor and/or review filtering activities.
- 3.5.4 St. Odilia School will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms; and cyber bullying awareness and response.

### 3.6 LIMITED EXPECTATION OF PRIVACY

- 3.6.1 St. Odilia School does not relinquish control over content or data transmitted or stored on the network or contained in files. Users should expect only limited privacy in the contents of personal files on the School's Electronic Technologies.
- 3.6.2 Routine maintenance and monitoring of St. Odilia School's Electronic Technologies may lead to a discovery that a User has violated this policy, another school policy, or the law.
- 3.6.3 An individual investigation or search will be conducted if the Principal/St. Odilia Staff has a suspicion that the search will uncover a violation of law or School policy.

- 3.6.4 Parents/Guardians have the right, at any time, to investigate or review the contents of their child's files and e-mail files.

Parents have the right to request the termination of their child's individual account at any time.

- 3.6.5 St. Odilia Staff are advised that the School retains the right at any time to investigate or review the contents of their files and e-mail files based upon legal complaints or specific allegations regarded as misuse of technologies. In addition, St. Odilia staff are advised that data and other materials in files maintained on, or transmitted through St. Odilia School's Electronic Technologies, may be subject to review, disclosure or discovery under the Minnesota Government Data Practices Act.

- 3.6.6 St. Odilia School will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with School policies conducted through St. Odilia School's Electronic Technologies.

### 3.7 ELECTRONIC TECHNOLOGIES ACCEPTABLE USE AGREEMENT

- 3.7.1 The proper use of the Internet and the educational value to be gained from proper Internet use is the joint responsibility of students, parents/guardians and St. Odilia Staff.

- 3.7.2 This policy requires the permission of and supervision by the St. Odilia School's technology department before a student may use a school account or resource to access the Internet.

- 3.7.3 The Electronic Technologies Acceptable Use Agreement for students must be read and signed by the User and parents/guardians.

- 3.7.4 All Users shall be responsible for the protection and security of their passwords. Users shall have the ability to change passwords to maintain the confidentiality of logon codes.

### 3.8 LIMITATION ON SCHOOL LIABILITY

- 3.8.1 Use of the St. Odilia School's Electronic Technologies is at the User's own risk and is provided on an "as is, as available" basis.

- 3.8.2 St. Odilia School is not responsible for the following:

- (a) Damage Users may suffer, including, but not limited to: i) loss, damage or unavailability of data stored on the School's systems; or ii) for delays or changes in, or interruptions of, service; or iii) non-deliveries of information or materials, regardless of the cause.
- (b) The accuracy or quality of any advice or information obtained through or stored on the School's Electronic Technologies.
- (c) Financial obligations arising through unauthorized use of St. Odilia's Electronic Technologies or the Internet.

### 3.9 CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the St. Odilia's Electronic Technologies must not violate other policies and regulations of

the School.

### 3.10 PARENT’S/GUARDIAN’S RESPONSIBILITY

3.10.1 Outside-of-school, parents/guardians bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Additionally, parents/guardians should talk about the values and standards that children should follow when using the iPad and applications that access the Internet such as email and web browsing.

3.10.2 Parents/Guardians are responsible for monitoring their student’s use of the School’s Electronic Technologies, including school-issued email accounts and of the Internet if the student is accessing the School’s Electronic Technologies from home or through other remote location(s).