



## Diocese of Wilmington Catholic Schools Acceptable Use of Technology Agreement

Access to technology is integral to the educational mission and purpose of our institution. These policies address the appropriate use of technology provided by the school and personally owned technological devices. This Technology Agreement is an abbreviation of full policies. For full policies, please refer to the Catholic Schools Office Acceptable Use of Technology: Student Edition.

- We expect our students to act responsibly and thoughtfully when using technology.
- Students should not expect that what they write or publish online is private. The school reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events.
- The use of all school-owned technologies including the school network and its Internet connection is limited to educational purposes.
- Commercial and recreational use of school technology resources is prohibited.
- Recreational use of the school technology is prohibited.
- All emails sent from school provided accounts are representative of the school.
- Connection to wireless Internet by students is prohibited unless otherwise directed/instructed.
- Students are responsible for any activity that occurs through their personal account.
- Students must respect the privacy of others.
  - Do not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others.
  - Do not misrepresent or assume the identity of others.
  - Do not re-post information that was sent to you privately without the permission of the person who sent you the information.
  - Do not post private information about another person.
  - Do not post photos or videos of others without prior permission.
  - Do not use another person's account. If you have been given an account with special privileges, do not use that account outside of the terms with which you were given access to that account.
- Do not voluntarily post private information about yourself online, including your name, your age, your school name, your address, your phone number, or other identifying information.
- Our institution prides itself on its reputation for excellence; therefore, you may not use the school's name, logo, mascot or other likeness or representation on a non-school website without express permission from legitimate authority.
- Students may not initiate electronic communication with teachers, adult leaders in ministry, or administrators.
- Personal Technology Devices (PTDs) are for use only during an actual lock down and as instructed by emergency or parish/school personnel.
- Never use devices capable of capturing, transmitting, or storing images or recordings to record others without the expressed permission of the person(s) being recorded (including adult leaders and other young people). Such recording devices may never be accessed, turned on or operated in restrooms, sleeping areas, dressing rooms, or other areas where there is a reasonable expectation of privacy. Teachers or school personnel reserve the right to confiscate, collect, and inspect any PTD in accord with written policies.

- Social networking websites, profiles, or accounts, may not be accessed through the school's technology at any time. Students may not create social networking pages, accounts, sites, or groups that impersonate or misrepresent any individual.
- Students may not access material that is offensive, profane, or obscene including pornography and hate literature.
- Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
- Students may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy any individual.
- Unless explicit permission is granted by legitimate authority, students are not allowed to bring iPods, MP3 players, CD players, DVD players, or other similar data-accessing devices, or personal video game systems onto school property or to school events.
- International websites may only be accessed from school owned technology under the direction of legitimate authority.
- All students are expected to maintain academic honesty.
- All access to the Internet is filtered and monitored.
- Unless legitimate authority grants explicit permission, students are not allowed to alter, change, modify, repair, or reconfigure settings on school-owned computers. This includes downloading, adding, or installing new programs, software, or hardware.
- If you accidentally access inappropriate information or if someone sends you inappropriate information, you should immediately tell a staff member or teacher.
- If you witness someone else either deliberately or accidentally access inappropriate information or use technology in a way that violates this policy, you must report the incident as soon as possible.
- The school retains the right to suspend service, accounts, and access to data, including student files and any other stored data.
- The school is not responsible for any damages students may suffer, including but not limited to, loss of data or interruptions of service.

My child and I have read, understand, and he/she will follow all rules, regulations, and policies as outlined in the Acceptable Use of Technology Policy. I/my child further understands that any violation of the policies is unethical and may constitute a criminal offense. Should I/my child commit any violation of the policy, we understand and agree that his/her access privileges may be revoked and discipline action and/or legal action may be taken.

Signature of Parent/Guardian

Date

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Signature of Student

Date

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