



St. James School Acceptable Use of Technology Policy

St. James School offers students and staff access to technology and online resources. St. James takes a proactive approach to inform and educate all student users about the importance of using any form of technology responsibly, safely, and respectfully. Behavioral expectations of all users, as it relates to the appropriate use of technology, are no different from expectations in other aspects of our learning environment. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer and network usage in schools.

The goal in providing access to technological resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right. Students, parents/guardians, and the school staff share the responsibility for appropriate use of technology and online resources.

Students will not be permitted to bring in the classroom or use any kind of personally owned technology during the regular school day. All necessary educational technology is provided for our students. Students who bring cellphones, smart watches, or other such technology to school are required to leave their device(s) in their locked locker during the school day in the "off" position. Students using technology on campus at any time including school sponsored activities and events outside of regular school hours, whether the device is personally owned or school provided, are expected to follow acceptable use guidelines. Users of technology in school should not expect that files stored on school devices will be private. Administrators and faculty have the right to review files and messages to maintain system integrity and insure student responsibility and wellness.

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology outside of school. When students are off campus it is the responsibility of the parent/guardian to establish proper procedures. However, the inappropriate use of technology outside of school may subject the student to disciplinary action.

St. James School is primarily responsible for:

- applying school network filters and blocking of visual depictions or material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the school administration;
- providing adult supervision when students are using technological resources;
- teaching proper techniques and standards for digital citizenship including safety, responsibility, respect;
- guiding student access to appropriate areas of the Internet;
- informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary action;
- monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource;
- and disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

St. James School is not responsible for:

- unauthorized costs or charges that are incurred by students over the Internet;
- any damages the student may incur, including loss of data;
- and the accuracy or quality of any information obtained through any school Internet connection.

Inappropriate and/or prohibited use of technology may include, but is not limited to:

- violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials;
- re-posting personal communication without the author's prior consent;
- violating copyright law;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate or obscene language, pictures, and gestures in any form on the Internet;
- using the school name or names of staff or students in offensive or harassing form on the Internet;
- using the Internet for entertainment or limited self-discovery function;
- using the Internet for unauthorized purchases
- Violating any Archdiocesan policy, local, state, or federal statute