



Saints Francis & Clare
Catholic School

SS Francis & Clare Technology Responsible Use Policy

Digital resources, devices, and the Internet can provide great educational benefits to students. Access to this technology is considered a privilege, and involves both risks and responsibilities. Some material accessible via the Internet may contain items that are illegal, offensive, or inappropriate for children. SS Francis & Clare School Ministry's (SSFC) devices, including access to the Internet, are to be used in a responsible, ethical, and legal manner in accordance with the mission and policies of SSFC. All students and parents/guardians must read, accept, and sign off on the items outlined in this Responsible Use Policy (RUP) before they may use the devices.

Students of SSFC and their parent/guardian agree to abide by the following:

- They must have a signed RUP on file before being allowed access to the Internet, software, and/or services within the SSFC curriculum.
- They will use devices only with the permission and supervision of the SSFC staff during school hours and parents outside of school hours.
- They will immediately report any damage to SSFC.
- They assume all responsibilities for damages that occur.
- They will immediately report to SSFC any inappropriate material that may be accessed on devices whether directly, indirectly, intentionally, or unintentionally.

Students of SSFC and their parent/guardian understand the following:

- Network storage areas, files, and communications may be subject to review by SSFC staff to maintain system integrity and ensure responsible use. SSFC does not guarantee privacy of any form or on any system.
- Non-SSFC educational material on SSFC devices will not be maintained or supported, and such material may be removed from the device if it is a hindrance to the mission of SSFC.
- Any third-party software and/or services that are supplied to students by SSFC for educational purposes are governed in accordance with this RUP.
- This RUP still governs equipment, services, and/or software supplied by SSFC outside of the SSFC facilities and the normal SSFC operational hours, including during distance learning.
- It is the sole responsibility of the user to maintain a current backup of any assigned device and/or content.

The following are not permitted at any time or in any form:

- Sharing of any personal information about themselves or others.
- Sending, forwarding, or displaying offensive messages or pictures.
- Harassing, insulting, attacking others, or using obscene language.
- Accessing content that contains or does not filter mature content.
- Altering or modifying a device or the contents without permission of a teacher or parent.
- Damaging or vandalizing devices, computer systems, files, programs, or networks.
- Vandalizing or damaging the property of another individual, including data files.
- Accessing another individual's materials, information, or files without permission.
- Downloading, executing, or installing any programs except as directed by a member of the SSFC staff or supervised by a parent.
- Violating copyright laws or illegal activities of any kind.
- Employing the network for commercial or entertainment purposes.

Inappropriate use of SSFC devices or digital resources may result in a loss of access to devices, software, services, and/or Internet as well as other disciplinary or legal actions.



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As a student of SSFC and a good Digital Citizen:

- I will use technology in constructive ways that do not break the rules of my family, faith, school, or government.
- I will only use technology with permission and under the supervision of parents or teachers.
- I will protect my privacy and respect the privacy of others.
- I will protect my property and respect the property of others.
- I will respect myself and respect others with appropriate usernames, images, and messages online.
- I understand that this RUP applies away from school and during distance learning.

Should I break this policy, I understand that I may lose technology privileges at SSFC and/or suffer disciplinary action.

Student 1 Signature

Grade

Student 3 Signature

Grade

Student 1 Signature

Grade

Student 4 Signature

Grade

As the parent or legal guardian of the student(s) above:

- I have read and reviewed this RUP with the student(s) above.
- I understand that the technology and digital access is designed for educational purposes in keeping with the academic goals of SSFC, and that student use for any other purpose is inappropriate.
- I understand that children's digital activities at home should be supervised as they can affect the academic environment at school. I accept full responsibility for providing guidance and monitoring Internet and technology use at home.
- I recognize it is impossible to restrict access to all controversial materials and I will not hold the school or teacher responsible for material acquired on the network.
- I understand that the student/parent is responsible for potential damages that may occur as a result of my child's actions.
- I understand that this RUP applies away from school and during distance learning.

I understand that my child and I must abide by these rules and that violations of these rules may result in loss of technology privileges and/or disciplinary action.

Parent or Guardian Signature

Date

Family Name (Please Print)