

Diocese of Oakland Technology Responsible Use Policy Students and Parents

Introduction

The Diocese of Oakland recognizes the various ways, both positive and negative, that students and parents can use technology both in school and at home. Our objective is to fully prepare students to use the resources available in ethical, constructive, productive and intelligent ways as Christian citizens in a global community. While using technology, students are expected to:

1. Treat others with respect and compassion in all interactions, including online communication
2. Care for school devices and systems, and not vandalize or intentionally damage them in any way
3. Respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission
4. Use school technology resources for educational purposes only
5. Use personal technology only as directed by staff while at school

Students are expected to abide by this code of conduct anywhere or anytime their actions can affect the school or other students. While the school is not responsible for policing online activity, conflicts online between students, parents, or staff rarely stay online; the school is notified when such conflicts affect the wellbeing of members of the school community. Students and parents who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

Jurisdiction and Definitions

While using technology, students are expected to comply with the code of conduct published in the school's parent-student handbook. The school's jurisdiction with respect to conduct includes:

- When the student is on school grounds, or on the way to or from school
- At officially sanctioned school-sponsored events, or on the way to or from such events
- Outside of the school when a student's actions negatively impact another student, staff member, or the school

Parents are also expected to abide by the code of conduct found in the school's parent-student handbook, to the extent that their technology use affects other members of the school community.

For purposes of this document, "technology" includes, but is not limited to:

- Hardware: computers, servers, tablets, e-Readers, phones, smartphones, digital cameras, gaming devices, wearable devices, networking equipment, or accessories
- Software: operating systems and programs
- Services: email, web sites, web apps, learning platforms, internet service
- Telecommunications: transmission or publishing text messages, chat room commentary, comments, pictures, videos, audio recordings, posts on social networking sites, blogs, wikis, gaming, chats, and other digital transmissions.

"Personal information" includes a person's name, address, email addresses, phone numbers, online accounts, or other contact or identifying information.

Technology Responsible Use Agreement

As a member of the school community, I agree to the following rules and code of ethics:

1. I will treat others with respect and compassion in all interactions, including online communication. I will treat others kindly in all communications, including “private” messages. I will not publicly disparage the school, staff, students, or other members of the school community. I recognize that anything sent using technology can be copied and saved forever online.

I will not transmit inappropriate material to others via messages, social media, or other ways. Examples of inappropriate material include messages or images that are intentionally insulting, sexually explicit, racist, sexist, use foul language, depict alcohol or drug use, or include graphic violence. Such material usually upsets other students and is brought to the attention of teachers, even when sent outside of school.

2. I will care for school devices and systems, and not vandalize or intentionally damage them in any way. This includes hardware, software, and internet services owned, provided, or supported by the school. I will not waste school resources like paper or ink.

3. I will respect others privacy and work, by protecting and not sharing or using passwords, messages, photos, recordings, or personal information of someone without their permission. I will not attempt to log into any device, program, or service as another person. I will protect and respect others work: for other students, I will not attempt to alter or delete their work without permission. For creators who have shared their work online, I will respect copyright, abstain from piracy, and avoid plagiarism.

4. I will use school technology resources for educational purposes only. I will stay on task during classroom activities using technology. I will not use school devices, software, or systems (like wifi) for non-school purposes like chat, gaming, playing music or watching videos. I will not use school resources for any commercial enterprise. I will not search for material on the internet that is illegal or inappropriate for school, and if I encounter such material accidentally I will not pursue it.

5. I will use personal technology only as directed by staff while at school. I will only use my personal technology (including devices and internet service) at school if allowed by the school and staff. If permitted, I will use my personal technology only for educational purposes. I understand that my personal technology is still governed by this Technology Responsible Use Policy and/or the school’s BYOD (Bring Your Own Device) policy. The school will not be responsible for the security, troubleshooting, charging, or repair of personal devices.

Any user who violates the Responsible Use Policy or local, state, or federal law, faces the restriction or loss of technology privileges, disciplinary action, and may face legal prosecution. Parents may be held financially responsible for any student action that results in damage to school technology or a cost to the school.

Student Signature: _____ Date: _____

Printed Student Name: _____

By signing below, I give permission for my child to use technology in accordance with the rules and code of ethics above:

Parent/Guardian Signature: _____ Date: _____

Printed Parent/Guardian Name: _____

Diocese of Oakland Media and Student Work Agreement

St. Joseph School requests your consent for faculty and staff to use photos or videos of your child, as well as your child’s work, in school publications, both in print and online. Photos, videos, and student work is published to promote the school, Catholic education, and students!

Definitions

Media: photos, videos, or audio recordings

Publish: distribution of media online, in print, or elsewhere such that it is publicly accessible

Media Policies for Families

1. Media taken by students or families at school or school events are for private use only.
2. Media depicting anyone in the school community may not be published or posted online (even to a small group) without the consent of that individual and/or their legal guardian.
3. Posted media should be removed ASAP if requested by an individual or their legal guardian.

 We agree to comply with the Media Policies for Families.

Media Policies for the School

1. Media taken by school staff in classrooms or at school events will be stored securely.
2. Media depicting anyone in the school community will not be published without the consent of the individual and/or their legal guardian.
3. For safety and privacy, student names will not be included with any published media.

 The school may publish media of the student named below.

Student Work Policies for the School

1. Student work will only be published with consent of the student and their legal guardian.
2. Student work will only be published with the intent to celebrate the student, promote the school, inspire educators, or for educational purposes.
3. Published student work will not include media depicting the student unless the student’s legal guardian has also consented to media publishing.

 The school may publish work by the child named below.

This consent will remain in effect until such time as I inform the school otherwise.

Student Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Diocese of Oakland Technology Responsible Use Policy for School Personnel

The Diocese of Oakland recognizes the many ways, both positive and negative, that teachers and staff can use technology. Our objective is use technology to enhance education, operate efficiently, and communicate effectively. To that end, personnel must abide by the following expectations:

Technology Expectations for Staff

No Expectation of Confidentiality: Employees must recognize that anything written in email, messaged, published online, posted to social media, or transmitted electronically can be intercepted, copied, published, and stored forever. Every communication should be written as if for public consumption: cordial, clear, and free of sensitive information.

Security: Employees must learn and follow basic security practices to protect school, student, and family information. Securing - not sharing - passwords and avoiding viruses, phishing, and malware are key skills for staff.

Disparagement: Employees shall not write or post any content that negatively depicts the school, the faculty, students, parents, or the parish.

Communications with Students: Employees shall not “friend” or “follow” students under 18 on any social media platform, including Twitter, Instagram, Facebook, or blogs. Employees should not communicate with students or parents using any personal technology, including phones, email accounts, or social media. Educational platforms that allow communication for the purpose of supporting student learning are allowed as long as those platforms are (1) school managed and (2) can be audited by multiple staff members. Examples include Google Classroom, ClassDojo, Seesaw Portfolios, and school email.

No Expectation of Privacy: Employees should not have any expectation of privacy on any school or CSDO technology. The school reserves the right to inspect employer-owned hardware, networks, email, online storage, or any other technology systems used by employees.

Professional Use: Employees shall not use school or CSDO technology for personal business.

Model appropriate behavior: Employees are expected to model behavior consistent with the school’s values and mission. Inappropriate behavior should not be on display via social media, publications, or stored on personal technology brought to school. Examples of inappropriate material include but are not limited to the following: messages or images that are intentionally insulting, sexually explicit, racist, sexist, use foul language, depict alcohol or drug use, or include graphic violence.

Financial Responsibility: In case of loss or damage to school technology equipment entrusted to a staff member (other than damage caused by ordinary wear and tear), employees may be held financially responsible.

I have read and agree to comply with the terms of this policy governing the use of the school’s technology resources at school, home, and work. I understand that a violation of this policy may result in a loss of access as well as other disciplinary or legal actions.

Printed Personnel Name: _____

Personnel Signature: _____ Date: _____