RCS TECHNOLOGY USE POLICY - Policy 4055

Policy

Rochester Catholic Schools (RCS) continues to integrate computer and network technology into its educational and professional environments. As part of that effort, this policy and supporting guidelines are to provide direction and safety to our technology users and students, as well as to protect our technology assets.

General Statement of Policy:

- All computer and technology equipment will be used in a manner that is consistent with the mission and goals of RCS.
- The use of computer, technology and network equipment is integral to a quality education and working environment.
- Inappropriate use will result in disciplinary or law enforcement action.
- RCS' employees, contractors, students and volunteers shall abide by the procedures established to support this policy.

Procedure:

I.　　Types of Technology:

Desktop computers, laptop computers, Chromebooks, iPads, tablet computers, netbook computers, LAN telephones, pagers, cell phones, smart phones, audio or video equipment, projectors, PA systems, cameras, and any network attached and wireless equipment, services and accounts (Windows accounts, G Suite for Education accounts) and all apps and software.

II.　　Scope:

This policy covers all computers and technology equipment, services and accounts (including RCS Windows accounts and G Suite for Education accounts) owned or managed by RCS, both on and off campus. It also refers to personal computer equipment and other personal technology used on campus, at RCS sponsored events or on field trips where applicable rules apply.

III.   Technology Use Agreement:

All RCS students, grades 4 through 12 and all employees, contractors and volunteers using RCS technology must read the Rochester Catholic Schools Technology Use Agreement at the beginning of each school year and before using RSC technology or personal technology in RCS school buildings, at RCS sponsored events or on field trips. All Grade 4 students, all newly enrolling Grade 5-12 students and all newly hired or assigned employees, contractors and volunteers must also submit a signed copy of the signature page at the end of this document to the RCS Department of Technology before using RCS Technology. The purpose of this agreement is to ensure that RCS students, employees, contractors and volunteers using RCS technology have read, understood, and agree to the RCS Technology Use Policy.

A. General Rules:

1) All use of technology must reflect the Christian ethics, values and teachings consistent with the mission and goals of RCS and the Roman Catholic Church. All use must be appropriate for enabling and advancing student learning and/or for the efficient operation of RCS. Inappropriate use will not be tolerated and may result in disciplinary action. Illegal activity will result in law enforcement action.
2) Only authorized individuals may use RCS owned technology. Visitors, employee spouses and their non-enrolled children, as well as other non-enrolled or non-employed individuals, may not use, move, or modify RCS technology without the expressed consent and guidance of the respective building administrator or the Director of Technology.
3) No RCS owned non-mobile technology may be removed from RCS premises without the express consent of the respective building administrator or the Director of Technology. Use of RCS owned mobile technology (iPads, Chromebooks, laptops, etc.) is governed by explicit, signed loan agreements, and users must adhere to the loan agreement guidelines.
4) No RCS Desktop systems are to be moved to a new location without the direct involvement of the RCS Department of Technology. No computer ID labels are to be altered, removed or tampered with.
5) Technology parts, components, peripherals, configurations, system settings and applications may not be altered, added to, disconnected, or removed without permission or assistance from the Department of Technology for RCS owned technology.
6) Technology problems should be reported in a timely manner to the Department of Technology through the appropriate support channel: http://support.rcsmn.org/
7) RCS owned and licensed software may be used only on RCS owned computers, or in specific accordance with the software licensing agreement.

8) RCS students, employees, contractors, or volunteers must not encrypt files or data on RCS systems or networks, unless explicitly authorized by the appropriate building administrator or the Director of Technology.

9) Information on the Internet that is considered obscene, offensive, and questionable in nature shall not be accessed anywhere using RCS owned technology, or within RCS premises.

10) RCS has hardware and software that prevents access to inappropriate Internet information through its staff and student networks and the guest wireless network.
   a. If a valid web site cannot be accessed, a report may be filed through the appropriate technical support channels.
   b. If an inappropriate website has been accessed freely, the website's complete address should be reported to the building administrator and the Director of Technology for further action.
   c. Since RCS cannot filter content delivered via public networks (for example, wireless networks provided by cell phone companies) RCS students may only use personal technology on RCS premises, during RCS sponsored events or on field trips when under the appropriate supervision of RCS staff.
   d. RCS students, employees, contractors, volunteers and visitors must not make use of any software or hardware that bypasses RCS network security, firewall protection, or web content filtering. This includes but is not limited to the use of web proxy or VPN software or tools.
   e. RCS students, employees, contractors, volunteers and visitors must not make use of any mobile wireless hotspots while on RCS premises. RCS provides a public and a guest wireless network that should meet the needs of all.

11) Network users shall not log onto an RCS workstation, web or email account using someone else's user name and/or password. Network users shall not allow another person to use their network user, web or email account for any reason. Network users must contact the Department of Technology immediately if they suspect any of their account(s) have been misused or their password(s) compromised.

12) Network users will be required to change their password periodically. Your network administrator determines the frequency of change, minimum password length and complexity.

13) Network users must not share their passwords with anyone, nor allow their passwords to be exposed to or seen by any other person. (Please note: special password management rules will apply to young students in grade 3 and lower.)

14) Network users must log off or lock their workstations or mobile devices before leaving them unattended.

15) Personal information about yourself or others, such as addresses and phone numbers, should never be given to anyone online.

16) Inappropriate use of technology should be reported immediately. Staff must notify their building administrator or the Director of Technology. Students must notify their teacher or another responsible adult.

17) Exceptions: The Director of Schools may grant limited exceptions to the provisions in this document in cooperation with the Director of Technology in order to meet the immediate needs of the educational environment or as new technology or new uses emerge. Any exception to this policy will require advance approval in writing from the Director of Technology and the Director of Schools.

B. Rules Specific to Rochester Catholic School Students:

1) RCS students are allowed to use RCS owned technology in a manner that is consistent with the rules outlined in this document and their parent/student handbook. RCS Students are expected to use RCS owned Technology for schoolwork or homework only. Priority of access to technology will be given to students doing required academic work.

2) RCS students are allowed to use RCS owned non-mobile technology only under the direct supervision of an RCS employee. RCS owned student mobile devices must be used in accordance with the device loan agreement.

3) Students will be provided with computer access, secure student computer accounts, an email account and storage space for school related work. Each student will be held responsible for all activity that is related to his/her account.

4) School staff, administrators and parents may be given access to student computer and email accounts for monitoring purposes. Students should have no expectation of privacy on their computer or email accounts. Students must comply with requests from their parent or an appropriate RCS staff member to inspect RCS owned devices or accounts; any attempts to hide or remove information from an inspection may result in disciplinary action.

5) No students may access information, servers or networks that are not public and to which they have no explicit permission to access.

6) No students may access RCS computers, systems or networks that are designated for the use of RCS staff only.

7) Prohibited uses of email, social networking sites, picture phones, YouTube, blog sites, etc.: Postings on the internet, even if the access to such postings is restricted to a predetermined "group list," are, in fact, considered "public." Therefore, a good deal of thought needs to be put forth in messages or postings. A prohibited use may result in discipline, including but not limited to request to remove the posting, suspension, dismissal and referral to law enforcement authorities. The following are prohibited uses, on or off campus, at any time:

   a. Messages, content or postings that are demeaning, inflammatory, degrading, vulgar, or slanderous pertaining to any of the Rochester Catholic Schools or any of its employees, contractors, volunteers or students.

   b. Capturing, storing or transmitting pictures or video recordings of other RCS staff or students except:
      i. as part of a specific academic assignment or project under the direct supervision of an RCS teacher or advisor;
      ii. or with the prior written permission from the appropriate Rochester Catholic School administrator.

   c. Engaging in unlawful or criminal activity or gang-related activity.

  d. Harassing, bullying, threatening or demeaning any person.

  e. Inappropriate sexual or other offensive content.

8) Students agree not to meet with someone they have met online without their parent's approval and participation.

9) Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.

10) Students will be held accountable for all transmissions originating from their personally owned email or social media accounts.

11) RCS issued student email accounts:

  a. An RCS issued student email account is exclusively for the intent of exchanging information consistent with the academic purposes and ethical policies of Rochester Catholic Schools.

  b. Student email accounts for grades 2-5 are limited to transmission within the RCS email domains only. No external email transmission is allowed. Any attempt to circumvent this limitation is prohibited.

  c. Access to RCS issued student email accounts is a privilege granted to students and may be revoked or withheld at the discretion of the RCS administration, faculty or staff.

  d. Students shall not attempt to read, delete, copy, or modify the email of any other user.

  e. Student shall not deliberately interfere with the ability of other students or staff to send or receive email.

  f. Students shall not use the email system in a way that is contradictory with directions of teachers, other staff, and generally accepted network protocol.

  g. Students shall not respond to unsolicited email messages from any source without the permission of their supervising teacher.

  h. Students shall not receive or respond to email or on-line information that consists of obscene, suggestive, illegal, offensive, pornographic, or objectionable content. If any such material is received it shall be reported immediately to the supervising teacher or authorized RCS Department of Technology staff for action including deletion, tracking, and reporting to proper law enforcement authorities, if appropriate.

  i. Disciplinary Action: Use of the RCS issued email accounts contrary to this policy or in an illegal manner shall be subject to the loss of rights and possible disciplinary or law enforcement action.

12) Students may not connect personal devices to any RCS restricted network. Students may connect personal devices to the "RCS Public" wireless network.

13) Grade K-8 students may not use personal technology on campus or on field trips during regular school hours, except for the authorized use of a personal device for e-reading purposes or as specified in a Diocesan Learning Plan.

14) Grade K-8 students may use personal devices for e-reading purposes, but may have e-reading privileges revoked if any of the provisions are violated.

a. All e-reading devices must be registered with the school Technology Integration Specialist (TIS) and accompanied by the Agreement Form signed both by the parents and the student.

b. e-reading devices are to be used only for the reading of school approved material (books, etc.) and not for other purposes such as web surfing, communication, entertainment, music, gaming, etc.

c. All material on the e-reading device must comply with the spirit and policies of Rochester Catholic Schools.

d. e-reading devices must be used at appropriate times in accordance with teacher instructions. The device must not be a distraction for the student or those around him/her nor be a source of any classroom disruption.

e. The student is responsible for knowing how to properly and effectively use their e-reading device.

15) Grade 9-12 use of mobile phones: Mobile phones have become an integral tool for many parents to communicate with their son or daughter during the school day:

a. Student use of mobile phones and portable/mobile electronic devices are permitted with the exception of the following locations: classrooms (unless explicit permission is granted by the instructor), computer lab, auditorium, and quiet study.

b. The use of mobile phones and portable electronics is a great privilege. Students must exercise responsibility, maturity, and respect for others. Administration and staff reserve the right to revoke privileges from students who are found using mobile phones or portable devices to isolate, harass, disrupt, disrespect, cheat, or violate other policies and procedures set forth throughout this document or the student handbook.

16) BYOD Program: Grade 12 students may use designated personal technology on campus during the school day if they are enrolled in a "Bring your own device" (BYOD) program under the following provisions:

a. The personal mobile computing device must meet the minimum technical standards as specified by the RCS Department of Technology. These standards may include specifications for operating system, minimum screen size, minimum battery life, etc.

b. Except for RCS owned or leased devices, it is the student's or the student's family's responsibility for the proper care of their personal device, including technical support, any costs of repair, replacement, or any modifications needed to use the device at school.

c. It is the student's responsibility to bring the device with a fully charged battery each day, and the device must be capable of running from battery at all times during the designated classes. The student may face academic or disciplinary consequences for failure to have the device adequately charged when needed for classwork or homework.

d. RCS is not responsible for lost, stolen, or damaged personal mobile computing devices. Students or their families may want to consider purchasing extended warranties, support contracts, or loss or damage insurance for their devices. The student takes full responsibility for his or her device and keeps it with himself or herself at all times or stows the device in a locked locker when the device needs to be left unattended.

e. Approved students' personal technology must be clearly labeled with the student's name, address and phone number.

f. RCS does not guarantee the privacy or security of any data stored on or transmitted by the personal mobile computing device.

g. While on campus, the device may only be connected to the designated student wireless network. If the device is capable of connecting to 3G, 4G or other wireless networks available through cellular phone or other local providers, those capabilities must be disabled while the device is on campus.

h. The student may not make use of a wireless tether, or set up a Wi-Fi hotspot. The device must not cause interference with any of the RCS networks.

i. The device may only be used in the program designated classrooms, computer labs, study halls, library or commons. At all other times and places on campus, the device must be securely stowed and kept out of sight.

j. The devices may not be used for game playing, gambling or making purchases at any time during the school day.

k. Students must immediately comply with any of their teachers' instructions regarding the device, and must turn off and stow the device immediately when requested by the teacher.

l. Rochester Catholic Schools reserves the right to inspect a student's personal device if there is reason to believe that the student has violated any of this document's guidelines or policies, school administrative procedures, school rules, or has engaged in other misconduct while using their personal device.

m. Violations of any school policies, administrative procedures, or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.

17) Consequences of Technology Misuse:

a. Students may lose computer privileges from one week to a year, depending on the severity of the infraction. If student computer privileges are lost or restricted, it is the student's responsibility to make arrangements to complete assignments outside of school or in a highly supervised environment. Students may also be required to pay the cost of repairing or replacing damaged software and/or hardware due to the infraction. Multiple infractions will be subject to additional

disciplinary action because repeat infractions are a form of insubordination.

b. Students found using RCS or personal technology in a criminal manner will be immediately reported to the appropriate law enforcement agency. Parents of students will be notified as well, and suspension or expulsion from school may result depending on the severity of the offense.

Rochester Catholic Schools Technology Use Agreement
for RCS Students

I understand that the Rochester Catholic Schools (RCS) provides computer technology equipment, software, and Internet access for educational purposes. Use of computer technology is a privilege that requires responsibility.

Should I violate the rules as stated in the RCS *Technology Use Policy,* or participate in unethical behavior when using the computer technology, my access will be limited or revoked. Other school disciplinary action such as suspension and/or expulsion from school may also be taken depending on the severity. Criminal behavior will result in legal action with the appropriate Law Enforcement Agencies.

I have read, understand and agree with the *Technology Use Policy* of the Rochester Catholic Schools.

Student:

Date: _____

Last Name (print): _____ First Name (print): _____

Signature: _____ Grade: _____

Parent/Guardian:

Date: _____

Last Name (print): _____ First Name (print): _____

Signature:
_____

If registering an elementary e-reading device only:

Make/Model
_____