



Student Acceptable Use Policy
2018-2019 School Year
Diocese of Cleveland

Gesu Catholic School (the "School") makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy ("Policy") is intended to minimize the likelihood of such harm by educating the School's students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

Definition of school technology system: The school systems and networks (collectively, "System") are any configuration of hardware and/or software. The System includes, but is not limited to, the following:

- telephones, cellular telephones, and voicemail technologies;
- email accounts;
- servers;
- desktop and laptop computer hardware and peripherals;
- software including operating system software and application software;
- digitized information including stored text, data files, email, digital images, and video and audio files;
- internally or externally accessed databases, applications, or tools (Internet- or District-server based);
- school provided Internet access;
- school filtered public Wi-Fi;
- Makerspace Resources (3D Printers, Laser Cutters, Sewing Machines, t-shirt maker, poster maker etc.)
- school provided personal digital assistants ("PDAs"), tablets, IPADs and similar devices; and
- new technologies as they become available.

Acceptable Use: Students are responsible for appropriate behavior on the System just as they are in a classroom or on a school playground. Communications on the System are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below as interpreted from this policy, whether on or off of school property. A student is personally responsible for his/her actions in accessing and utilizing the school's computer resources in accordance with Student Code of Conduct and may be subject to discipline for misuse of the System.

Access to communication system: Access to the school's electronic communications system, including the Internet, shall be made available to students for educational and instructional purposes. Each school computer/device and Wi-Fi (available for school devices) has filtering software that block access to visual deceptions that are obscene, pornographic, inappropriate for students, or harmful to minors as defined by the federal Children's Internet Protection Act (CIPA). Filtered Internet access is provided to students as defined by CIPA. Gesu Catholic School accepts federal government E-Rate funds for Internet connections and therefore according to CIPA, we must employ Internet filtering software and directly monitor all of our networks. Although the school supervises students using our networks, it is impossible to control all materials. We believe that the valuable information accessed on the school networks far outweigh the possibility that the user may procure material that is inconsistent with the mission of the school. Gesu Catholic School makes no guarantee that the functions or services provided by or through the school network will be error free or without defect. The school will not be responsible for financial obligations arising through the unauthorized use of the system. Gesu Catholic School will not be responsible for personal property used to access the school computers or networks (wired/wireless).

Access to the school's computer/network/Internet is a privilege, not a right, and may be revoked at any time.

Scope of Use: The system is intended for use for educational and instructional purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school's operations and mission, and not in

excess or to the exclusion of the student's studies or school responsibilities.

Inappropriate Use: Inappropriate use includes, but is not limited to, those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of the System or any components that are connected to it.

Transmission on the System, including through email (personal or school accounts), social media, web pages, blogs and/or forums, of any material in violation of any federal or state law or this Policy is prohibited. This includes, but is not limited to:

- cyber bullying;
- threatening, pornographic, harassing, defamatory or obscene material;
- copyrighted material, plagiarized material or materials protected by trade;
- the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

Vandalism or Mischief: Do not vandalize by modifying, destroying, or abusing in any way the system. Tampering with, altering the technology with the intent to cause trouble/mischief, or theft of components from technology systems is a violation of this policy and may be regarded as criminal activity under applicable state and federal laws. Any case of technology vandalism or mischief may cause revocation of technology privileges and other school discipline actions. Any attempt to break the law through the use of a school computer/network/Internet account may result in prosecution against the offender by the proper authorities. If such an event should occur, the school will fully comply with the authorities to provide any information necessary for legal action.

Modification of Computer: Modifying or changing computer/device settings and/or internal or external configurations without appropriate permission is prohibited and may result in discipline and/or the revocation of access to the System.

Technology Damage Policy: Gesu Catholic School reserves the right (determined case by case) to seek financial restitution for any damage, accidental or as a result of negligence, caused by the student. This specifically includes the Chromebooks utilized in the One to One program in 5th through 8th Grades. Chromebooks are assigned to the student and the student may be charged even if he/she did not cause the damage. The student is responsible for his/her assigned chromebook. Approximate replacement costs may equal \$50.00 (or more) for the replacement of the LCD Screen and \$65.00 (or more) for the replacement of the keyboard. Maximum value of the Chromebook is \$300.00.

Student Access: System access is provided to all students unless parents or guardian request in writing to the school principal that access is denied. Student Internet access will be under the direction and guidance of a school staff member. Students must adhere to the following guidelines when using the System on or off of school property:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices as posted.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Conserve, protect, and share these resources with other students and Internet users as appropriate.
 - e. Get appropriate pre-approval before accessing the network with personal devices.
 - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials (cyber bullying) to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

- d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
 - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.
5. Abide by the Student Code of Conduct in the use of the System at all times.

School Email and Communication tools: Email and other digital tools such as, but not limited to, blogs and wikis are tools used to communicate. The use of these communication tools should be limited to instructional, school related activities; or administrative needs. All communications within these tools should adhere to this Policy.

Social Media: This policy provides guidance for the student use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a public or semi-public manner. Even if the account is unlisted or private; violations may occur. Social Media is not to be used at any time on campus before, during, or after school, at school sponsored events, or on school field trips. Any use at these times will result in the device being taken, a detention being issued, and the parents being notified. Any inappropriate posting to any social network, such as Facebook, Twitter, Instagram, Snapchat, etc., whether school related or not, may result in disciplinary action against the student (especially if it constitutes cyber bullying). The school administration and technology director have the discretion in determining the propriety of any posting as it pertains to our school mission.

Cell Phone/Personal Devices: Are permitted but should not be used during the school day. From the time of arrival to school campus, during regular school hours, until exiting school campus cell phones must be turned off and out of sight in the book bag or back pack. If a student needs to call home, the call must be made in the office, on the office phone or he/she may bring his/her book bag to the office, take out the electronic device and use it in the office. Calls are always monitored for the security of the student. If the student does not have a cell phone on campus, he/she is still permitted to use the office phone to contact home.

If the student is participating in an on or off campus after-school activity, or traveling to or from a school sponsored activity via bus, cell phone may not be used unless a teacher is asked and the call or text to a parent is made in the teacher's presence. The cell phone can be used only to contact a parent/guardian.

Unauthorized use of a cell phone will result in confiscation of the cell phone and a detention. The cell phone will be returned to the parent (or surrendered to law enforcement officers if it believed to be used in a threatening manner) and phone possession privileges will be decided by the parent and administration. Random searches for electronic devices may be made at any time. Any phone possessed by a student may be confiscated and held in the principal's office.

Cell phones may not be used for photographing or videography purposes.

The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:

- a. Personal devices should not be used and should remain out of sight.
- b. Internet access is filtered by the School on personal telecommunication devices in the same manner as School owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- c. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- d. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- e. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not store student devices at any time, nor will any staff diagnose, repair, or work on a student's personal telecommunication device.
- f. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.

- g. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- h. An administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

Electronic Devices: At this time Gesu School is not a Bring Your Own Device (BYOD) school. We have a computer lab and several carts of Chromebooks laptops and devices for student use. The use and possession of personal electronic devices (except a scientific calculator and a Cell Phone (if allowed)) is prohibited. This includes but is not limited to Laptops, Chromebooks, Tablets, iPads, game systems, and smart watches. All of these devices will be taken and held in the office for a parent to retrieve. Other discipline action may be taken. If one of these devices is needed for a school project an exemption must be received in advance of bringing the device to school. The exemption form needs to be formalized in writing by the teacher, parent, student, technology director, and principal.

Student Use of Online Applications (COPPA): In order for Gesu Catholic School to continue to be able to provide your student with the most effective web-based tools and applications for learning, we need to abide by federal regulations that require a parental agreement as outlined in this section.

Gesu Catholic School would like to utilize the following computer software applications and web-based services, Google Apps for Education (Grades 3-8), Progressbook (3-8) , Code.org (K-8), Keyboarding Without Tears (K-4), Renaissance Learning (K-8), IXL, InfoOhio (K-8), NWEA MAP (K-8), TinkerCAD (K-8), Razz Kids (K-2), and any additional online programs throughout the school year; which are not operated by Gesu Catholic School, but by third party providers.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and school issued email address, must be provided to the web site operator. Under federal law Children's Online Privacy Protection Agreement (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits schools such as Gesu Catholic School to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the website operator.

Signing the Student Acceptable Use Policy – User Agreement Form will constitute consent for Gesu Catholic School to provide personal identifying information for your child consisting of first name, last name, email address and user name to the following web-operators: Google Apps for Education, Connect Ohio (Progressbook), Keyboarding Without Tears, Code.org, NWEA, Renaissance Learning, IXL, TinkerCAD, Razz Kids, and any additional online programs configured throughout the school year.

Authorized Users Only: Access to electronic resources is intended for the exclusive use of its authorized users. Any problems that arise from the use of an account are the responsibility of the account holder. Misuse may result in suspension of the account privileges. This may include, but is not limited to:

- Trespassing in another's work or files; students agree to respect the privacy of other users.
- Giving out your password or the passwords of others.
- Attempting to login to another's account.
- Failing to notify the supervising teacher of a security problem.
- Giving another's password to a third party or misrepresenting ownership of a password.
- Users shall not intentionally seek information on, obtain copies of, modify files, other data, or passwords belonging to other users, or misrepresent other users on the networks.
- Accessing the wireless network without the express permission of the technology coordinator.
- Bypassing the Content Filter without the express permission of the technology director or supervising teacher. (The filter sometimes blocks valid educational material and access can be granted case by case. The supervising teacher may bypass the filter for the student however, students should never learn the password or enter it themselves, as it is a direct violation of CIPA.)

Subject to Monitoring: All School System usage on or off school property shall not be considered confidential or private and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system, will be treated no differently than any other electronic file. The School reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the

computer system, will be available for review by any authorized representative of Gesu Catholic School for any purpose. School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. Administrators and Faculty have the right to take and access any electronic devices brought onto school property. This is to maintain system integrity and to ensure that users are acting responsibly. Administrators/Faculty may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

All computers, devices, laptops, tablets, or the like, used by students to access the System, including both school-owned equipment and personally-owned devices, are subject to search at any time if a violation of this Policy or other school policies is suspected.

Consequences for Violation: Students have the responsibility to use the System in an appropriate manner which complies with all school policies. Violations of these rules or any school policy may result in disciplinary action which may include the loss of a student's privileges to use the school's information technology resources and/or discipline. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation. In addition to school disciplinary action, appropriate legal action may be taken.

Agreement Form: In order to ensure the proper use of technology resources, it is necessary that each student and parent/guardian *annually* sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at the School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this Policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

With Questions please contact:

Michael S. Martinek

Technology Director

Gesu Catholic School | Church of the Gesu

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216.932.0620 Ex. 217

mmartinek@gesu.com





Student Acceptable Use Policy – User Agreement Form

Both Signatures Required

*This signature page is incorporated into the Gesu Signature Sheet. It is copied in the policy for reference only.
The Gesu Signature Sheet also includes the family handbook agreement and media release.*

By signing below, I agree and acknowledge that I have read the attached terms and conditions of the Student Acceptable Use Policy and I understand that it is a violation of the Policy to use the System, on or off of school property, to, among other things:

- Bully, harass, threaten, intimidate or engage in discriminatory or abusive conduct or language, including through the use of social media;
- Access websites or content that are inappropriate for the school environment, including without limitation websites or content that are pornographic or obscene;
- Vandalize or tamper with school equipment and/or System settings;
- Engage in criminal or illegal conduct; and/or
- Violate the Student Code of Conduct.

I also understand that:

- Technological resources are provided for instructional and educational purposes only. Incidental, personal use shall be allowed only so long as such use is appropriate for a school setting, non-disruptive to the school’s operations and mission, and not in excess or to the exclusion of the student’s studies or school responsibilities; and
- My access and use of the System, including without limitation all devices used by me to access the System, whether personally or school-owned, are subject to monitoring and search and that I have no expectation of privacy in my use or accessing of the System.

I agree to abide by the terms and conditions stated in the **Student Acceptable Use Policy**. I understand that I am responsible for the consequences of inappropriate use of the System, including the Internet, both on and off of school property and those consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and/or legal action.

Student User Signature _____

School Gesu Catholic School

Student User Print Name _____

Date _____

Grade _____

Homerom _____

Parent/Guardian Signature Section:

As the parent or legal guardian of the student signing above, I have read this **Student Acceptable Use Policy** and grant permission for my child to access the School's information technology resources including online applications and resources covered under COPPA. I understand that my child will be held responsible for violations of this agreement, that access may be revoked and/or my child may be disciplined for inappropriate use of the System, that my child’s use of the System will be monitored, and that all devices used by my child to access the System, whether school or personally owned, are subject to search. I understand that the School’s information technology resources are intended for instructional and educational purposes. I also understand that my child’s school may not be able to restrict access to all controversial materials, and I will not hold the School responsible for materials acquired, accessed or viewed on the network.

Parent/Guardian Signature _____

Parent/Guardian Name (print) _____ Date _____



Photography and Videography Policy 2018-2019 School Year

Schools need and welcome publicity. Children's photographs add color, life and interest to articles promoting school activities and initiatives. Making use of photographs for publicity materials and to promote the school in the press can increase pupil motivation and staff morale, and help parents and the local community identify and celebrate the school's achievements. However, photographs must be used in a responsible way. Schools need to respect children's and parents' rights of privacy and be aware of potential child protection issues. At Gesu Catholic School every reasonable effort will be made to minimize risk by following the guidelines detailed below and by securing parental consent for public use of photographs and videos. This policy applies to the use of photographs in school publicity materials, website, and social media and in the press. Its implementation is the responsibility of all staff. Gesu Catholic School will not display identifiable images of students on websites, in publications or in a public place without such consent. Gesu Catholic School does not give permission to any non-authorized person to publish to the Internet any materials (text, picture, and video) that includes Gesu Catholic School's name, teachers, administrators, or staff members or students.

The Family Educational Rights and Privacy Act requires that Gesu Catholic School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (images) from your child's education records. However, Gesu may disclose appropriately designated "directory information" without written consent. The primary purpose of directory information is to allow Gesu to include this type of information from your child's education records in certain school publications. Examples include: A playbill, showing your student's role in a musical production; the annual yearbook; honor roll or other recognition lists; graduation programs; and other programs and media. Directory information, which is information contained in an education record that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent (ex. Ripcho Studios, our school photographer and yearbook publication). A formal written statement is required to restrict directory information. Questions pertaining to directory information may be directed to the Technology Director.

By signing the appropriate line on the Gesu Signature Sheet, I grant Gesu Catholic School the unlimited right to use and/or reproduce photographs*, likenesses or the voice of my child in any legal manner and for the internal or external promotional and informational activities of Gesu Catholic School. I also agree to allow my child to be interviewed and/or photographed* by representatives of the external news media and Gesu Catholic School in relation to any and all coverage of Gesu Catholic School in which he/she is involved. I also agree to allow my child's work and/or photograph* to be published on the Gesu Catholic School website/Intranet Web pages and in Gesu publications. I further understand that by signing the release, I waive any and all present or future compensation rights to the use of the above stated material(s) including, print, electronic and online media.

* "Photograph" in this Release Form is intended to only refer to photos and videos of your child alone. Group photographs and videos (two or more children), with no additional identifying information, are considered Directory Information.

Example of times that require consent:

- Individual or small group pictures for printed materials, website, or social media. (Students may be identified. Social Media will always be only first names no last names.)
- Publicly printed photos by the media or the Diocese of Cleveland. (Students may be identified.)
- Photos that are shared with the Parish, Teachers, PTO, Students, or Families

Times where student photos/videos may be used with no consent (without written formal request for non-release of Directory Information See [FERPA](#)):

- In school slideshows, in school projects, and non-public materials (such as the yearbook).
- School musical production recordings and large group photos
- A group of 2 or more students who are not identified in the picture (such as class composites or a group shot where identification is difficult).
- The face of a student who does not have consent may be cropped or blurred out.
- Where no face is seen (working on a computer).

Student Photography/Video: Students are not permitted to use their own devices to photograph/video other students and themselves. Videos and photographs will be taken on school issued devices only. Students and parents will be able to request and download digital copies of the approved photos from events. This will ensure that photos/videos of students who do not have consent do not get shared.



Digital Media Release for Minor Child or Children

*This signature page is incorporated into the Gesu Signature Sheet. It is copied in the policy for reference only.
The Gesu Signature Sheet also includes the family handbook agreement and Student Acceptable Use Agreement.*

August 2018

I, the undersigned, do hereby consent and agree that Gesu Catholic School, its employees, or agents have the right to take photographs, videotape, digital recordings (video and audio), and/or original student work of myself and/or the minor child or children listed on this release, beginning on August 28, 2018, and ending on June 15, 2019 and to use these in any and all media (i.e. publications, website, bulletin boards, social media, etc.), now or hereafter known, and exclusively for the purpose of Gesu Catholic School.

I do hereby release and hold harmless to Gesu Catholic School, from any reasonable expectation of privacy or confidentiality for myself and for the minor child or children listed below associated with the images specified above. Further, I attest that I am the parent or legal guardian of the child or children listed below and that I have full authority to consent and authorize Gesu Catholic School to use their likenesses and names.

I further acknowledge that participation is voluntary and that neither I, the minor child, nor minor children will receive financial compensation of any type associated with the taking of or publication of these photographs or participation in Gesu Catholic School marketing materials or other Gesu Catholic School publications. I acknowledge and agree that publication of said photos confers no rights of ownership or royalties whatsoever.

I hereby release Gesu Catholic School, its contractors, its employees and any third parties involved in the creation of publication of Gesu Catholic School publications, from liability for any claims by me or any third party in connection with my participation or the participation of the minor child or children listed below.

AUTHORIZATION:

Please check below:

_____ Yes my child and / or children may be used in media releases.

_____ No, my child and or children may not be used in media releases.

Printed Name: _____

Signature: _____

Relationship to Children: _____

Names and Ages of Minor Children:

Name: _____ Grade: _____ HR: _____

Name: _____ Grade: _____ HR: _____

Name: _____ Grade: _____ HR: _____

Name: _____ Grade: _____ HR: _____