APPENDIX

I. DIOCESE 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.

School Responsibilities
Protecting student data:
The school maintains electronic records and shares information from those records in order to provide online educational technology services. Electronic records allow the school to efficiently distribute information to school officials - such as teachers receiving parent phone numbers and email addresses - and to online services. For example, the application Mathletics receives each student's name, grade level, gender, and email address, used to set up their account. The school only uses services that have high standards for security and privacy, and do not sell or share student data. Most have signed the Student Privacy Pledge (studentprivacypledge.org). Parents may request a review of services in use by the school.

By signing the Tech Responsible Use Policy, the signer (guardian) allows the school to store and share student information electronically for purposes of distributing that information to school officials and providing educational technology services.

Efforts to protect students online:
Internet within the school is filtered with the intent to block access to obscene and non-educational material. In addition, the school has adopted and enforces an Internet safety policy to monitor network activity, promote safe communications, educate students in Digital Citizenship, and prevent unauthorized access to the school network and community data.

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. Students are prohibited from bringing any personal devices on campus other than a cell phone for emergency use before or after school and they must abide by the school cell phone policy stated above. St. Mary School is not responsible for any lost personal devices and cell phones will be confiscated if the student has the phone on during regular school hours.

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.

The goal of the technology program is to educate students to become self- directed learners, ethical and responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be

used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

St. Mary School Device Program:
The policies, procedures and information within this document apply to all devices used and distributed at St. Mary School, including any other device considered by the Administration to come under this policy. Teachers may set additional requirements for student device use in their classroom.

Student One-to-One Device Program Guidelines:
Devices will be distributed to students in grades 4-8 following the parent and student training sessions. In 6-8 grades, a student may not take the device home until a parent completes the on line training session. Devices will be assigned to students in grades 3-5 for in school use only following student training sessions. All parents are encouraged to attend any Parent Tech Speaker Presentations scheduled by the school. Furthermore, parents and students must sign and return a separate Device User Agreement document before the device can be issued to their child to be sent home. All devices used by students are for use for educational purposes only, on and off campus.

St. Mary School has the right to monitor any and all aspects of its technology system and users accessing the system.

Google Applications at www.google.com/a/st-mary.net:
Students and teachers use Google Applications for communication, collaboration, and document storage. Google Apps accounts are secure and require a user name and password that St. Mary School creates and maintains.

By signing this Technology Responsible Use Agreement, you give your student(s) permission to use Google Applications at www.google.com/a/st-mary.net at home and at school.

Student Information System:
The Oakland Diocese School Department supports an Internet based student information system. The system called PowerSchool allows students and parents/guardians in grades four through eight to access the online grade book where all assignments and scores are listed for viewing. The PowerSchool Server is secure. If a computer with Internet access is not available you may use a public access computer, such as that found at your public library to access this information. Please notify your child's teacher in advance if accessing a computer with an Internet connection poses a problem for you so that we can make other arrangements.

The Log in is: https://csdo.powerschool.com/public/home.html. This information is also available on the school website.