An annual signature is required by all St. Francis Xavier Parents/Guardians so that students may gain access to school issued MacBooks, iPads and the Saint Francis Xavier School network. If you have any questions about this policy, please contact Colleen Barrett in the school office.

St. Francis Xavier School strives to educate students using 21st century technology in a wise but progressive educational atmosphere. Saint Francis Xavier School electronic devices and its technology infrastructure are intended to enhance the educational resources of the School, support its academic and administrative work, enhance communication between various parts of the community, and provide tools for life-long learning. All students, parents and faculty understand that the use of technology at school is a privilege and that its benefits are highly dependent on an atmosphere of mutual respect and trust. With this privilege comes the great responsibility of protecting the safety and reputation of all members of SFX community.

We believe that all students should have access to technology when they act in a responsible, efficient, courteous and legal manner. Internet access and other technologies available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. Responsible uses of technology are devoted to activities that support teaching and learning.

Every user is required to act in a responsible, efficient, ethical and legal manner. Failure of any student to follow this acceptable use policy will result in disciplinary action. Network activities are monitored by the administration at St. Francis Xavier School. The following policies apply to any and all electronic devices used on campus at any time, and/or during school events on or off campus.

Parents and guardians are primarily responsible for the student’s appropriate and ethical use of technology outside of school. However, the inappropriate use of technology outside of school may subject the student to disciplinary action. Inappropriate use of technology may include, but is not limited to, harassment of others, use of the school name, remarks directed to or about teachers and staff, offensive communications including videos/photographs and threats.

Students at St. Francis Xavier School agree to the following rules:

1. I will practice a responsible, balanced, and healthy use of technology both at school and at home.

2. I will only use a school computer with knowledge/approval of school personnel responsible for the computer. I will receive permission from a teacher before I begin using my school issued device, network, or Internet, and I will follow all rules set by my teachers.
3. I will only visit web sites directly related to my school assignments.

4. I will list the sources of all information and images used in my reports and I will respect and adhere to all copyright laws.

5. I will always use appropriate and polite language on the Internet and in my work on any school devices. I will remember that everything I do is a direct reflection of myself, my family and St. Francis Xavier School. I understand the importance of appropriate pictures and gestures in any form on the Internet.

6. I will not send, download, or display offensive or inappropriate messages or pictures.

7. I will never give out my last name, phone number, home address or home e-mail address.

8. I will tell a teacher immediately if I come across something that I think is inappropriate or wrong. I will also report the misuse of technology of others as well as the SFX network and technology equipment.

9. I will get permission before downloading or saving any files, installing, or storing software on a school computer. I understand that this must be done after approval of appropriate school personnel.

10. I will handle all technology equipment with care, including computers, iPads and SMARTBoards. I will do my best to prevent damage to these devices.

11. I will take care of my school-issued MacBook, store it in the proper place throughout the day, protect it from damage or theft, and (in the case of all Middle School students) have it charged and ready to use each school each day.

12. I will not trespass in other people’s computers, folders, work or files (regardless of their permission or lack thereof).

13. I will not use other students’ network account passwords to access or alter any materials, sites, or documents.

14. I will not change or attempt to alter any configuration, program or password on any computer, iPad, or program used.

15. I will refrain from using the Internet for entertainment or other reasons unrelated to school.

16. I will not use school-owned electronic devices or the school network to make any unauthorized purchases or to engage in activity that is illegal or for personal profit.

**Right to Privacy**

- I will not share any of my passwords with anyone or use anyone else’s passwords. If I become aware of another individual's password, I will inform that person or a member of the technology staff.
• I will be ethical and will respect the privacy of others throughout the St. Francis Xavier network and I will not share or access folders, files or data that belong to others or to the school without authorization.

• I will not share or post online or share electronically any personally identifying information about any members of the St. Francis Xavier School community without permission (including names, addresses, phone numbers, email addresses, photos, videos, etc.).

• I will not make and/or post photos, audio or video recordings of another student, teacher, or St. Francis Xavier School events without permission.

• I understand that St. Francis Xavier School has the right to look at any data, email, photos, or files that exist on the network or on individual computers without the prior consent of system users. In addition, St. Francis Xavier School reserves the right to view or remove any files on the network without prior notice to users.

**Cyber Bullying**

Cyber Bullying is when Internet, cell phones, iPads, MacBook computers, or other electronic communication devices are used to send or post text, videos, or images intended to hurt or embarrass another person.

• I will not intentionally hurt or embarrass another person or group with my technology use as described above.

• I will notify a teacher or administrator immediately if I become aware of any behavior that may hurt or embarrass another person or group through the use of technology.

**Violations of the Technology Acceptable Use & Privacy Policy may result in:**

• A meeting of all involved parties: Principal, Assistant Principal, Middle School Director, faculty/staff members, students and parents.

• Disciplinary consequences such as loss of the privilege to use technology devices and/or loss of network and Internet access.

• Additional disciplinary action determined appropriate by the Principal in accordance with existing school discipline policy regarding inappropriate language, behavior, bullying, or harassment. This may include detention, suspension from athletic participation, school suspension, or, in extreme cases, expulsion.

St. Francis Xavier School will cooperate with any law enforcement agency in the event of suspected illegal or inappropriate activities.

**Parent/Guardian Consent- Acceptable Use of School Technology by Students**

As parent or legal guardian, I have read this Technology Acceptable Use and Privacy Policy and have discussed it with my child. I understand that all students will be asked to sign their own Acceptable Use Agreement at the beginning of the school year.
In consideration of the privilege of my child using the school’s electronic communication system and in consideration of having access to the schools’ wireless network, I hereby release the school, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the system, including, and without limitation to, the types of damage identified in the Technology Acceptable Use and Privacy Policy.

I understand that access to school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including, but not limited to, the computer system, network and other electronic devices and programs.

I have read the school’s Technology Acceptable Use and Privacy Policy and agree that my child must abide by these provisions. Violation of these provisions may result in suspension or revocation of a student’s access to electronic devices and the school’s network.

I also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

On the associated St. Francis Xavier School Policy form, I grant or deny permission for my student to use a personal technology device while at Saint Francis Xavier School and to have access to the Saint Francis Xavier School network (wired and wireless), Internet and other School accounts. I also understand that it is impossible for Saint Francis Xavier School to restrict access to all controversial materials and will not hold the School responsible for materials acquired on the Internet. I understand that my child will face disciplinary action if he/she violates the Saint Francis Xavier School Technology Acceptable Use Policy, whether that misuse occurs on campus, or off, on school computers, or on technology that is privately owned.

“Electronic communication” means a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular phone, computer, iPad, iPod, other mp3 or audio-video players, and cameras.