



Technology Responsible Use Policy (RUP) Grades K-8

Introduction

This policy outlines behaviors that Our Lady of Lourdes Catholic School (OLL) expects students to follow when using school-owned technologies at school or at home. Currently, our school devices are not to be taken home unless special arrangements related to need are made between the parent and school administration.

Instructions: Please sign and return **the last page** of this policy to the office.

Note: Some of the concepts in this policy may not be developmentally appropriate for younger children. Accordingly, we require that:

- Parents of students in all grades (PreK-12) must read and sign.
- Students in grades 3+ must read and sign.
- Students in grades K-2 need not read and sign. For younger children (especially grades K-2), please explain the concepts more generally, emphasizing themes of online safety and citizenship. For additional resources, see: <http://www.netsmartz.org/Resources/Pledges>

God has blessed OLL with donors and other resources who have provided us with updated technology resources. We must continue to be good stewards of these resources. Students are responsible for good behavior on computers and mobile devices, just as they must be disciplined in the classroom with other learning resources. Access is a privilege – not a right.

Files and messages stored on OLL-owned/managed systems are not private. Authorized individuals within OLL may review files and messages to ensure student safety and systems reliability.

Access to Chromebooks, lab computers, and the internet will enable students to use countless websites, which can change frequently and without notice. Although our Internet access is filtered by a state-of-the-art web filter, no filter is 100% effective in blocking all objectionable content. Parents should be aware that material accessible via the Internet may contain content that is potentially offensive to some people. We will do our best to control viewed material through our onsite filter, and through teacher monitoring, but we must ask you to always encourage responsible online behaviors.



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Unacceptable Use

Unacceptable use includes, but is not limited to, any of the following examples:

1. to access or transmit indecent, obscene, or otherwise inappropriate material
2. to transmit abusive or threatening language (including cyberbullying)
3. to attempt to download or install software on any school computer without permission; to connect a personal electronic device to any school network without permission
4. to attempt to circumvent web filtering, network security, or system policies
5. to attempt to access another's files or systems (hacking) without permission
6. to violate copyright or use another's intellectual property without permission
7. to share passwords (network, Chromebook passcode) with other students (even best friends)
8. plagiarism
9. to vandalize, damage, or disable the property of an individual or organization
10. to violate any local, state, or federal statute

Due to limits of bandwidth, using streaming audio/video or other network-intensive content must be limited to activities that directly support the instructional process.

Email Accounts

OLL will provide students with gmail email accounts for the purpose of school-related communication. It is an internal email system and email to the outside world is not permitted. Students should not send personal information, should not attempt to open files or follow links from unknown or untrusted origin, should use appropriate language, and should only communicate with other people as allowed by school policy or the teacher in charge.

Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

Students should never share personal information, including phone number, address, social security number, birthday, or financial information over the internet without adult permission. Students must recognize that communicating over the internet brings anonymity and risks and should carefully safeguard their own personal information and that of others. Students should understand to never meet in person someone they have met online without parental supervision.

Disciplinary Action

Any student found in violation of this policy may be subject to disciplinary action under the school disciplinary code.

Limitation of Liability

- Our Lady of Lourdes School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
- While Our Lady of Lourdes School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- Our Lady of Lourdes School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

Violations of this Acceptable Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of Our Lady of Lourdes School according to the policies in the Family Handbook and including, but not limited to:

- Suspension of network, technology, or computer privileges
- Notification of parents
- Detention or suspension from school and school-related activities
- Legal action and prosecution

This policy has been adopted from the Archdiocese of Indianapolis Office of Catholic Schools Student Technology Responsible Use Policy

Revised 7/15/24



Student Responsible Use Policy (RUP) – Agreement Sign-off page

Technology Responsible Use Policy (RUP) Agreement Instructions: Please sign and return **this page** of this policy to the office.

- Parents of students in all grades (K-8) must read and sign.
- Students in grades 3+ must read and sign.
- Students in grades PreK-2 need not read and sign.

Student Name/grade _____

Parent Signature _____

Student Signatures for grades 3-8

