

Acceptable Use and Internet Safety Policy for the Schools of the Diocese of Steubenville

The office of Christian Formation and Schools for the Diocese of Steubenville encourages the development of technology as a means for improving the quality of the instructional program. The development and use of technology must be guided by concern for the safety of the school employees and students. The Building Principal shall be responsible for overseeing the implementation of the following components of this policy and for the overall supervision and management of the Technology program.

I: AGREEMENT FORM/PERSONAL RESPONSIBILITY

In order to ensure the proper use of technological resources, each school employee; and student (and his/her parents/guardians, if the student is under 18 years of age) shall sign the Responsible Use of Technology Policy-School Employee or Student Agreement Form annually. This form shall be kept on file in the Building Principal's Office before Internet access is permitted. Signing the form indicates that the school employee or student accepts personal responsibility for abiding by the rules governing Internet and other technology access as stated in this policy and by the Building Principal. Failure to abide by the rules shall result in denial of access to the technological resources of the local diocesan school.

II: ACCEPTABLE USES/EDUCATIONAL PURPOSES ONLY

The Diocesan Schools of the Diocese of Steubenville shall provide access to their computer networks and the Internet for educational purposes only. School employees or students having any concerns about the educational value of a contemplated activity shall consult with the Building Principal as to its suitability.

III: UNACCEPTABLE USES

Technology resources that are located within the school; **or, are the personal property of the school employee or student (including those owned by student's parents/guardians)** may not be used to transmit, retrieve, or store any type of communication, message, image, or material that: 1) is discriminatory, defamatory, or harassing; 2) contains derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, or physical attributes, or any other condition or status protected by Federal, State, or local law; 3) is obscene or X-rated; 4) contains abusive, profane, or offensive language; or, 5) violates any policy of the Diocese of Steubenville, including, but not limited to its policies regarding child abuse and harassment, or that is otherwise contrary to the religious mission and values of the Diocese of Steubenville. NOTE: THE BUILDING PRINCIPAL RESERVES THE RIGHT TO DISCIPLINE STUDENTS FOR INAPPROPRIATE OFF-CAMPUS CONDUCT RELATED TO THE USE OF TECHNOLOGY DURING NON-SCHOOL HOURS.

IV: INTERNET SAFETY

A. Confidentiality of Student Information. Personally identifiable information concerning students shall not be disclosed or used in any way on the Internet. School employees or students are advised that they should never give out private or confidential information about themselves or others on the Internet. The release of Directory information which includes: name; address; telephone listing; date and place of student's birth; major field of study; participation in officially-recognized activities and sports; weight and height (if member of an athletic team); dates of attendance; date of graduation; any awards received; and, most recently attended school for internal administrative purposes of approved educational projects and activities shall be under the supervision and management of the Building Principal.

B. Active Restriction Measures. A Diocesan School, either by itself or in combination with the Information Technology Center (ITC) providing Internet access, shall utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) otherwise harmful to minors. The Diocesan School shall also monitor the online activities of school employees and students, through direct observation and/or technological means, to ensure that school employees and students are not accessing such depictions or any other material, which is inappropriate for minors or the school environment. Internet filtering software or other technology-based protection systems may be disabled by the Building Principal for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

V. PRIVACY

The Building Principal reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Diocesan School and no school employee or student shall have any expectation of privacy regarding such materials.

VI. UPDATES

School employee or students, and if appropriate, the school employee or student's parents/guardians, may be asked

from time to time to provide new or additional registration and account information or to sign a new agreement form that reflects developments in the law or technology. Such information must be provided by the school employee or student (or his/her parents or guardian) or such new agreement form must be signed if the school employee or student wishes to continue to receive service. If after you have provided your account information, some or all of the information changes, you must notify the person designated by the Diocesan School to receive such information.

VII. EDUCATION OF MINORS

The Children's Internet Protection Act (CIPA) requires the education of minors to include appropriate online behavior as well as cyber bullying awareness and response. Schools in Diocese of Steubenville shall utilize the "Resources for Internet and Media Safety" component of the **Made in His Image, Safe Environment Curriculum**. Specifically, the Building Principal shall inform parents/guardians at the beginning of each school year regarding the Internet Safety Curriculum (pages 1 and 2, as well as the "Guidelines for Internet and Media Safety" on page 6). All classrooms with Internet access shall post these same "Guidelines for Internet Safety."

In addition, it is strongly recommended that the *NetSmartz* age-appropriate materials (noted in the guidelines) be utilized by educators to further instruct minors regarding cyber bullying, social networking, and other online safety and behavior issues.

Approved: March 16, 2015 -Vicar General and Diocesan Attorney

Effective: August 1, 2015

Replaces: Memorandum of July 17, 2006

Acceptable Use Internet Safety Policy/Children's Internet Protection Act (AUISP/CIPA)

Warranties / Indemnification

The DIOCESE OF STEUBENVILLE makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered directly or indirectly, by any school employee or student or his/her parents/guardians arising out of the school employee or student's use of its computer networks or the Internet under this Policy. By signing this Policy, school employee or students are taking full responsibility for his/her use, and the school employee or student who is 18 or older or, in the case of a school employee or student under 18, the parents/guardians are agreeing to indemnify and hold the Diocesan School, the DIOCESE OF STEUBENVILLE, and the Information Technology Center (ITC) that provides the computer and Internet access opportunity to the Diocesan School and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the school employee or student's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the school employee or student. The school employee or student or, if the school employee or student is a minor, the school employee or student's parent(s) or guardian(s) agree to cooperate with the Diocesan School in the event of Diocesan School's initiating an investigation of a school employee or student's use of his or her access to its computer network and the internet, whether that use is on a Diocesan School computer or on another computer outside the Diocesan School's network.