



Holy Trinity Catholic School

Acceptable Internet Policy and Student Account Policy

Communication technologies are used to support learning and to enhance instruction. It is the policy of HTS that all communication technologies used through HTS are to be used in a responsible, efficient, ethical, legal and Christ-like manner.

The use of communication technologies is a privilege, not a right, and inappropriate use will result in disciplinary action, including cancellation of these privileges. The administration, faculty, or staff may deny, revoke, or suspend Student accounts at any time.

Only students who have signed and returned this contract will be allowed to use Holy Trinity Communication Technologies. Parents and students are responsible for any monetary expenses incurred by intentional or negligent damages to technology hardware or software by the students.

Technology Use (Grades K-8)

- All of the internet must be in support of education and research and be consistent with the purposes and policies of Holy Trinity Catholic School and the Kansas City Kansas Archdiocese.
- Use of the internet to access inappropriate material is prohibited.
 - *(Inappropriate is defined as: Inappropriate content includes information or images that upset your child, material that's directed at adults, inaccurate information or information that might lead or tempt your child into unlawful or dangerous behavior.)*
- Any Internet publishing must be for educational purposes and consistent with the practices and policies of HTS and the KCK Archdiocese. HTS reserves the right to edit the content of the published materials.

All students are expected to abide by **basic rules of digital citizenship and communication technology etiquette.**

Included, but not limited to, the following:

- A. Use appropriate and Christ-like language
- B. Respect the copyright of all accessible information and understand that violation of copyright federal and international laws
- C. Never use a computer to harm other people, or enter into files other than your own
- D. Do not give out personal information
- E. Care for the technology equipment and follow lab rules of care
- F. Student will tell their teacher right away if they come across anything that is inappropriate. They will not invite other students to come see it, but will immediately get their teacher for assistance.
- G. When using technology, including school-provided tablet devices, Students will use caution and care.
 - a. Screens will be protected and keyboards will not be hampered with. Should a Student damage a machine, repair costs will be assessed, and possible consequences imposed in the case of intentional damage.

Unacceptable uses of technology include, but are not limited to:

- A. Any use of the network for commercial or for-profit purposes
- B. Non-school related communication
- C. Any use of the network for product advertisement or political lobbying
- D. Network accounts are to be used only the authorized owner of that account for authorized purposes.
- E. Intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other Students or misrepresent themselves or other uses on the network
- F. Malicious use of the network to develop programs that harass other Students or infiltrate a computer or computing system and/or damage the software components of a computer or computing system
- G. Hate mail, harassment, discriminatory remarks, and other anti-social behaviors
- H. Downloading digital pictures, video, music, or files from any device or website without permission from the teacher.
- I. Never rename, delete, or add/remove any software or files, unless directed by the teacher
- J. Accessing websites without instruction from teacher

Internet E-mail Accounts (Grades 5-8)

Holy Trinity Catholic School (“HTS”) provides electronic resources for students in grades 5-8, including Gmail accounts to be used to access HTS’s Google Apps, which is an integral part of the curriculum. HTS’s expectations for behavior and language in the use of these Gmail accounts must be consistent with classroom standards.

The guidelines listed below are intended to govern the use of HTS-provided Gmail accounts and Google Apps whether the account is accessed in or outside of the school environment or on school-owned, public, or personal computers.

The use of Google Apps for Education (GAFE) in the classroom provides tools for students to create, collaborate, communicate, and develop the necessary critical thinking and technology skills to be successful in our world today. The access to these tools is entirely online and can be accessed 24/7 from any internet connected computing device or in an “off-line” mode if WiFi access is not available.

All students will have a Google Apps for Education (GAFE) account. For students in grades 5-8: One of the apps in this suite of tools includes Gmail. Students and teachers will have the opportunity to use email as part of their communication with each other.

When we talk about email, we understand there may be concerns about privacy and security. Some important points of information:

- This tool is **not** intended for communication between parents and their children during school hours.
- Parents **will** have access to their students’ accounts with Student name and password access. This is to provide parental involvement to work with the student in the proper use of electronic communication, electronic workflows, and digital citizenship.

Student Responsibilities

- Students should use their E-mail accounts to communicate with their classmates, teachers, or other school community members about **school related topics only**.
- While students can E-mail teachers throughout the District, they should not expect teachers to E-mail assignments to them or to provide private tutoring through E-mail.
- Students should not ask for or respond to E-mails requesting personal information not related to a school project.
- Students should NOT use their school assigned accounts for non-school related accounts/apps (ie: Twitter, Instagram, Facebook...)
- Students are entirely responsible for the confidentiality of their E-mail accounts, passwords, personal information, and for any activities that occur in the use of their accounts.
- Students understand that HTS can view all activity when using school-owned E-mail accounts.
- The student agrees to notify his/her teacher or principal immediately if any unauthorized use is made of his/her school-provided E-mail account.
- The student agrees to report immediately to his/her teacher or principal the receipt of any unwanted or inappropriate E-mails.
- Most importantly, HTS urges *any* student who receives *any* harassing, threatening, intimidating, or other improper message through the computer systems to report it immediately. It is HTS’s policy that no student should be required to tolerate such treatment, regardless of the identity of the sender of the message.
Please report these events!
- While E-mailing, students are responsible for following all parts of the HTS Acceptable Use Agreement.

Account Capabilities

- All accounts will be *accessible* from both inside and outside the school network. All accounts will be password protected.
- Students in grades 5-8 will have the option of forwarding school E-mails to a personal account of their choice. However, students are not allowed to access these outside accounts while using the school network. Further, it is the student's responsibility to maintain the personal account and password. It is also the student's responsibility to update the forwarding address if they change their personal account provider. **Once a student forwards E-mail**

from their HTS account, HTS is no longer responsible or liable for misuse of information, loss of confidentiality, or loss of information.

- The ability of the HTS to protect privacy does not extend outside of school-provided accounts. Therefore, *parents agree* that HTS is not liable for any threatening, defamatory, obscene, offensive, or illegal content received from third parties, nor is it liable for any infringement of the rights of third parties that may occur once the student is working outside of the school network and school-owned Google account.
- HTS has no ability to retrieve or recover E-mail once it is forwarded outside of the school's network.
 - If a student chooses to respond directly from his/her personal account, HTS is not able to, nor responsible for, archiving the forwarded E-mail. HTS is *never* responsible for protecting the privacy of the student's personal E-mail address.
- These accounts are provided as-is, with size limits, attachment limits, and uniform features. HTS reserves the right, at its discretion, to update the software or add additional features.
- All incoming E-mail will be filtered for spam using a commercial spam filter. While HTS has installed filtering software for all E-mail accounts, no filtering software is foolproof. There remains the possibility, however slim, that despite these safeguards, a student may access material that parents and/or HTS officials might find inappropriate.
- As the owner of the computer systems, HTS reserves the right to monitor its computer systems to ensure that they are being used in accordance with the Acceptable Use Policy and related Administrative Regulations.
- HTS has a Google Apps For Education Agreement (<http://www.google.com/edu/trust/>) that differs from private or business accounts. This account and agreement provides additional tools, security, and privacy for our staff and students. (<https://support.google.com/googleforwork/answer/6056650>)

Children's Online Privacy Protection Act (COPPA)

- The Children's Online Privacy Protection Act (COPPA) requires parental permission whenever a website or application collects personally identifiable information from children under age 13.
- HTS's use of student information is for educational purposes only.
- For more information on COPPA compliance, see the Federal Trade Commission's website at www.ftc.gov/coppa
- The privacy policies associated with the use of Google Apps for Education are available at <https://www.google.com/enterprise/apps/education/benefits.html>

We consider our students and staff privacy a critical concern for both educating and protecting all of us from unwanted intrusions. For additional information, please visit our privacy website. Google: <http://www.google.com/edu/trust/>

The following permission form is necessary so you understand that we are protecting our students' privacy while working with the Google suite of tools. If you have any questions and concerns, please contact the HTS building Principal, Technology Instructor, or IT Director.



Holy Trinity Catholic School

Acceptable Internet Policy and 5-8 student Google Account Agreement

By signing below, I confirm that I have read and understand the following:

GRADES K-8 – Internet Use

I have read the HTS Acceptable Internet Use Policy and will abide by the stated Acceptable Internet Use Policy. I understand that violations of this agreement may result in a loss of access as well as other disciplinary or legal action. Violating this policy can go beyond violating school policies to legal charges, even to the point of a felony. Further, I release HTS from any and all liability arising as a result of my use of the Internet, and I assume all responsibility for any and all liability arising out of my use of the Internet. By signing this Acceptable Internet Use Policy, student and parent grant to HTS consent to monitor student's internet use. The terms and conditions shall be governed and interpreted in accordance with the laws of the State of Kansas and the United States of America.

Under FERPA and corresponding Kansas law, a student's education records are protected from disclosure to third parties. With regards to COPPA, I understand that my student's digital work (projects, documents, email, files, username and password) stored in Google Apps for Education may be accessible to persons acting on behalf of Google, with Holy Trinity Catholic School's ("HTS") permission, to facilitate the working operation of this online environment. This does not include any student demographic or grade information stored in our Sycamore Student Information system. I also understand that my student's use of Google Apps for Education is governed by the HTS Student Acceptable Use of Technology agreement.

My signature below confirms my consent to allow my student's digital work (projects, documents, email, files, username and password) to be stored on Google Servers, but with full control of the data by HTS. I understand that I may ask for my child's account to be removed at any time.

STUDENTS WILL NOT RECEIVE AN E-MAIL ACCOUNT UNLESS THE ACCEPTABLE USE AGREEMENT AND THIS AGREEMENT ARE SIGNED AND RETURNED.

YES, I give permission for my child(ren) to be assigned a **HTS Google Apps for Education account**. This means my child(ren) will receive an email account (**grades 5-8**) and access to the appropriate grade level tools from the Google Suite.

NO, I do not give permission for my child(ren) to be assigned a HTS Google Apps for Education account. This means my child(ren) will NOT receive an email account or access to the other tools within the Google Suite.

EACH student must sign

Student Name: (Print) _____ Grade: _____

Student Name: (Print) _____ Grade: _____

Student Name: (Print) _____ Grade: _____

Student Name: (Print) _____ Grade: _____

Parent/Guardian Signature: _____ Date: _____