



2016-2017 RESPONSIBLE USE POLICY

The School provides communication and information resources for students, faculty, and staff in order to create a productive yet safe learning environment. These resources include, but are not limited to, computer equipment, peripherals, networks, network services, software, email, and all other technology-related school owned or leased equipment and services. These resources are provided primarily to aid in the students' ability to complete their schoolwork and studies. This Policy also covers all Cathedral sponsored technology programs including, but not limited to, the Middle School 1-to-1 program (Chromebooks) and the K-5 iPad program.

The policies set herewith, ("Policy"), are designed to set parameters around how technology is used within the School to further student learning and the programs of the School. These policies represent the overall standards and expectations for responsible use of technology. Users are expected to conduct themselves with personal integrity and honesty. These standards apply whether the student is on or off campus regardless of whether the communications occur on the School's computers and network or on personally owned or other third-party computers or devices.

No other agreement or policy shall supersede this document. Violation of these policies may result in corrective action, including loss of network privileges, supplementary discipline, or legal action.

Technology Guidelines & Expectations

Cathedral retains sole right of possession of all School owned and leased equipment and grants permission to students to use campus equipment in accordance with the guidelines in this agreement. Cathedral retains the right to collect and/or inspect the equipment at any time, including via electronic remote access. Cathedral also retains the right to add or delete installed software or hardware at any time.

Students must use electronic equipment, software, applications, e-mail accounts, and Cathedral's network resources appropriately for School-related activities and in a manner that is consistent with this Policy, and the mission and philosophy of the School. Students represent Cathedral whenever they use technology resources, even if using these resources away from or outside of Cathedral. Students may be held responsible for any online behavior or content that connects them to the School or implicates the School, students, faculty, staff, or other members of the community in that behavior. Students may also be held responsible for any statements, posts, communications, online behavior or content that is not consistent with the School's mission and philosophy, regardless of whether the behavior took place (or the content was created) on or away from campus. This also holds regardless of whether the communications occur on the School's computers and network or on personally owned or other third-party computers or devices.

School owned computers and equipment MUST NOT be used for the following:

Illegal Acts - including but not limited to fraud, making threats, harassment, stealing, vandalizing, and copyright infringement.

Solicitations - of any student, staff, or faculty member regarding commercial or political causes.

Dissemination of copyrighted materials - including but not limited to software, music, video, and published materials.

Dissemination of proprietary data or confidential materials of Cathedral.

Operation of a business or solicitation of money for any reason for personal gain.

Tampering or breaking into servers, systems, and network accounts that do not belong to the user or altering any items that affect the configuration of the systems and servers.

Revelation of private information about any student, faculty, or staff member of Cathedral online.

Accessing sexually explicit, violent, hateful, harassing, or illegal material on the Internet.

Accessing, downloading, streaming, or sharing Internet based music, video, or any large image files that are not related to School activities and for which teacher or administrative permission has not been obtained.

Accessing files or account data, including passwords, of another user.

Plagiarizing material.

To post anonymous messages on the Internet. For example, using an anonymous user to post messages or statements on the Internet that you do not want attributed to yourself.

Users should be prepared to stand behind anything they post on the Internet and understand that in doing so they reflect upon their own and the School's reputation.

Allowing anyone other than the student's parent or guardian to use school owned

equipment without the written authorization of Administrative staff.

Any activity that would void the warranty of School owned equipment. If you are not sure if what you want to do would void the warranty, ask the Help Desk first.

Install any unapproved software. All non-School related software has to be pre-approved by the IT staff of the School.

Any other activity that is in violation of any Cathedral policy.

Expectations:

Students should refrain from sharing personal cell phone numbers and texting with faculty and staff.

Students will not take a teacher's or another student's power adaptor.

Students will be held responsible for lewd, threatening, harassing, hostile, bullying, discriminatory, or unprofessional communications with other students, parents, faculty and staff, or other members of the Cathedral community, regardless of whether the communications occur on the School's computers and network or personally owned or other third party computers or devices.

Students must consider and respect the privacy of the students, faculty and staff, and administrators of the School in all online activity, including the use of images and photographs without permission, regardless of whether the communications occur on the School's computers and network or personally owned or other third party computers or devices.

Students may not misrepresent themselves or falsify their identity to gain use of any electronic devices, send electronic messages under a false address, or use others' accounts without permission. This expectation holds regardless of whether the communications occur on the School's computers and network or on personally owned or other third party computers or devices.

Students must report a damaged or missing school owned device within one day of the incident.

Students may not engage in online shopping or non-school approved chat forums while in class.

Students must consider and respect the privacy of the students, faculty and staff, and administrators of the School including taking photographs and video recordings without permission regardless of whether the communications occur on the School's computer and network or personally owned or other third party computers or devices.

Students who are assigned School owned computers and equipment are expected to do the following:

Use equipment in a manner that adheres to the core values of Cathedral.

Conduct themselves online with personal dignity and integrity.

Use equipment for School-related purposes.

Treat School owned equipment as if it were their own.

Keep equipment clean and in good working condition.

In the case of Chromebooks or iPads, carry the equipment in a protective sleeve.

Avoid putting equipment in situations where it can be lost, broken, or stolen.

When having computer problems, let your teacher know so that they can put in a Help Desk ticket to ITsupport@cmoq.org, call, or walk in to the IT office.

Obtain the permission of the IT Support staff before connecting personally owned peripherals.

Adhere to server, email, and attachment size limitations, currently 20 MB.

Keep personal information private.

Be mindful that when using social networking sites that identify users as Cathedral students they are representing the School in addition to themselves. Students should not post anything that could compromise their own or Cathedral's reputation. Cathedral students may be held responsible for material posted online that is contrary to the mission of the School regardless of whether it was posted on Cathedral's network or equipment.

Adhere to the terms of service for any application or online service. An example of this includes, but is not limited to, age restrictions for social networking services, such as a minimum age of 13 for use of Facebook.

Never engage in a personal manner with current Cathedral faculty or staff on social media sites, such as Facebook, Twitter, and other similar sites. Exceptions to this policy for school related projects may be granted with prior written approval of Administrative staff.

Students are not permitted to wear Smartwatches during the school day. Smartwatches include but are not limited to: LG G Watch, Sony SmartBand Talk, Samsung Gear Live, Pebble, ZenWatch, Moto 360, Sony SmartWatch 3 and Apple Watch. We are not considering the Fitbit Wristband and other exercise wristbands to be a smartwatch; students are allowed to continue to wear these devices. Health exceptions will be made on a case by case basis.

Be mindful that when posting online, content exists forever. Think carefully and use good judgment when online.

Be mindful that other people on the Internet may not share your values and morals. Be careful with whom you communicate over the Internet.

Return School owned or leased equipment when no longer a student at Cathedral.

System Security:

Students are not permitted to distribute their email or network password to another student, faculty, or staff member.

Students are not permitted to log in to the network using another person's login information, unless the express permission of a member of the faculty or staff is given.

Students may not allow an unauthorized user to gain access to any network resources.

Students should immediately notify a member of the IT Support staff if they have discovered their password has been compromised and/or any other possible security problem.

Cathedral will actively work to keep laptops and home computers free from viruses and other destructive materials. If a student's computer or files are accidentally infected, they should notify and seek help from a member of the IT Support staff.

Students must refrain from using any device or software that masks their use of the School's resources. This includes but is not limited to anonymizers and any application or hardware device that circumvents network security, logging, or tracking procedures. No one shall create, install, or knowingly distribute a computer virus, "Trojan horse," or other surreptitiously destructive program on Cathedral's network, regardless of whether any demonstrable harm results.

Students should take precautions when taking confidential information about the School, students, faculty, or staff, off school premises, including on CD's, external hard drives, or flash drives.

Copyright Materials:

Students are expected to abide by all Copyright restrictions for materials used at Cathedral.

The following types of media are permissible in the following amounts:

Motion media, e.g., movies, film clips, excerpts from television shows, etc.:

Up to 10 percent of the total or three minutes, whichever is less.

Text material:

Up to 10 percent of the total or 1,000 words, whichever is less.

An entire poem of less than 250 words may be used, but no more than three poems by one poet or five poems by different authors in an anthology. For poems exceeding 250 words, 250 words should be used but no more than three excerpts from one poet or five excerpts from different poets in the same work.

Music, lyrics, and music video:

Up to 10 percent of the work but no more than 30 seconds of the music or lyrics from an individual musical work.

Illustrations or photographs:

No more than five images from one artist or photographer.

No more than 10% or 15 images, whichever is less, from a collection.

Numerical data sets:

Up to 10 percent or 2,500 fields or cell entries, whichever is less, from a copyrighted database or data table.

Copying of an educator's multimedia project which contains materials used under fair use:

No more than two copies may be made of a project.

Cathedral Responsibilities:

Cathedral will make every effort to maintain properly functioning networks and equipment.

Cathedral will provide software that will complement and support the educational environment desired by the School.

Cathedral reserves the right to monitor network usage and adjust application usage to preserve the health of the network and computers under its domain.

Cathedral will supply a temporary replacement as stock allows for computers requiring repair work, on a first come, first served basis.

Cathedral will staff a Help Desk to assist with technical issues on school owned or leased equipment, Monday through Friday from 7:30 am until 4:00 pm, excluding Holidays and School closed days. Summer hours may vary.

Cathedral, within reason, will strive to block inappropriate materials with a content filter.

Grades K-5

Students in Kindergarten to grade 5 will have iPads to use in their classrooms.

Students must follow their teacher's instructions on the use of the iPad in each class.

Students will not load their own apps on the iPad.

Students must immediately report any damage of an iPad to their teacher.

Students must follow the guidelines set in place by their teachers.

Students must not eat or drink near their iPad.

Students will adhere to all the policies for Cathedral.

Grades 4 & 5

In addition to the above:

Students will use their school email for school purposes but will not send or view emails in class without permission.

MIDDLE SCHOOL

Middle School Chromebook Program

Students in grades 6-8 will be assigned a School-owned Chromebook.

Students must follow their teacher's instructions on the use of the Chromebook in each class.

Students will not load their own software on a Chromebook.

Students must follow the guidelines set in place by their teachers and the IT Support staff.

Students must immediately report any damage or loss of their Chromebook to their teacher and the IT Support staff.

Students must keep their Chromebook in the school-provided cases to be used within school and when going between classes.

Students may not take their Chromebook to the gym unless given permission by a teacher.

Students must not eat or drink near their Chromebook.

Students can use their Chromebook in classrooms and study spaces but not in the hallway or locker areas unless given permission by a teacher.

Students must make sure they have a fully charged Chromebook each morning.

Students will use their school email for school purposes but will not send or view emails in class without permission.

INCIDENT FEES

Cathedral has purchased a warranty for Chromebooks which will cover any manufacturing parts that may fail within those covered years. In the event of equipment normal wear-and-tear, the equipment will be replaced with a fully-functioning unit. By signing this Responsible Use Policy, Parents acknowledge that Students are responsible for any damage or loss of their assigned equipment (which includes the device and its power adapter). In the event of loss or theft, the student and parent will be billed the full cost of replacement. In the event of damage not covered by the warranty, the student and parent will be billed a fee according to the following schedule:

	Chromebook
First Incident	\$75
Second Incident	\$150
Third Incident	Full Cost of repair or replacement
Replacement	\$300
Charger	\$20
Protective Cover	\$20

Cathedral reserves the right to charge the Student and Parent the full cost for repair or replacement when damage occurs due to gross negligence. Examples of gross negligence include but are not limited to:

Leaving equipment unattended and unlocked.

Lending equipment to anyone.

Using equipment in an unsafe manner, including but not limited to dropping the unit, not keeping the unit in a protective case or cover, spilling liquids on the unit, and yanking an/or stepping on power adapter cords.

Chromebooks remain the property of Cathedral until students graduate from 8th grade.

Students and Parents will sign the 2016-2017 Responsible Use Signature Page that will be handed out in school and return to their homeroom teacher before they may use technology in school.