

## All Saints School Responsible Technology Use Policy and Contract (Grades 6-8)

As a Catholic school, All Saints recognizes the need to educate middle school students to use technology ethically and effectively. We trust and expect that All Saints students will use technology on and off campus in a manner consistent with the expectations of a Christian Role Model and Responsible Citizen, and to become more intellectually competent, open to growth, and committed to doing justice.

The All Saints School Responsible Technology Use Policy applies to all technology resources including, but not limited to: computers, tablets, cell phones, smart watches, video and audio equipment, copy machines, and information storage devices. The use of these resources is a privilege and carries with it certain responsibilities. On campus, all technology resources are to be used for **educational purposes only** and with good manners. Playing games and other “entertainment activities” not expressly approved by a staff member or administrator are not allowed on campus between the beginning and end of the school day. Inappropriate use of technology and/or social media can result in a referral to the Judicial Committee and may be cause for dismissal.

Students must:

### 1. Respect and protect self and others.

- Use assigned accounts, computers, tablets, and All Saints-approved access rights only.
- Not share personal passwords with others.
- Not view, use, hack, or access passwords, data, devices or networks to which they are not authorized.
- Not distribute private information about self or others, including photos and videos.
- Not take, post, or distribute unauthorized pictures or videos of faculty, staff, coaches, volunteers, or students.

### 2. Respect and protect the integrity, availability, and security of all electronic resources.

- Recognize that the school’s information technology resources, including email and internet access, are provided for educational purposes.
- Observe all network security practices.
- Report security risks or violations to a teacher or IT staff member.
- Not intentionally destroy, damage, or attempt to damage data, networks, or other resources that do not belong to them.

### 3. Respect and protect the intellectual property of others.

- Respect copyrights (no illegal copies of music, games, software, images, movies, or written materials)
- Maintain academic integrity (no plagiarism or unauthorized use of others’ work).

### 4. Respect and practice the principles of a caring community on and off campus.

- Communicate only in ways that are truthful and respectful of others, on and off campus.
- Report threatening or offensive materials to a teacher or staff member.
- Not intentionally access, transmit, copy, or create material that violates the school’s code of conduct (including messages that are pornographic, threatening, rude, fraudulent, discriminatory, unwelcome, or harassing).
- Not intentionally access, transmit, copy, or create illegal material (including obscenity, stolen

materials, copies of copyrighted works).

- Not use technology resources, including Google classroom and internet access, to further other acts that are criminal or violate the school's code of conduct.
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business using technological resources, unless approved as a school project.

**5. Social Media:** Social Media is defined as any electronic tool that allows for social, interactive, and connective learning, including but not limited to: video and photo sharing (You Tube, Snap Chat, Instagram) social networking (Facebook, Twitter), blogs, wikis, podcasting, texting, web conferencing, or any other technology that allows for direct or indirect interaction between two or more parties. When using social media, both on-campus and off-campus, students are expected to observe and follow all policies listed above.

**PARENT/STUDENT VERIFICATION FORM**  
**All Saints School Responsible Technology Use Contract**

Students and parents/guardians sign this *Responsible Technology Use Contract* form when they enter the sixth grade at All Saints School and then review it each year. Signed copies are kept in the student's file.

As members of the All Saints School community, we are called to be concerned for every person as a member of God's family. To achieve this ideal, all of us are expected to contribute through words and actions to an environment characterized by respect, caring, and honesty. Students are expected to be Christian Role Models and Responsible Citizens by demonstrating respect for themselves, respect for others, and adherence to school rules and traditions.

**ALL SAINTS SCHOOL RESPONSIBLE TECHNOLOGY USE CONTRACT**

*As a student and representative of All Saints School, I strive to demonstrate responsible social media use, both on and off campus. I have reviewed the All Saints School Responsible Technology Use Policy, and will adhere to these expectations as a Christian Role Model and Responsible Citizen.*

I have read the Responsible Technology Use Policy and this statement of commitment and agree with the values they express. I have also read the Student Handbook and discussed the rules, policies, and procedures contained in the handbook. I fully agree to follow and uphold the policies of All Saints School throughout the years enrolled.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

Enrollment at All Saints School presumes your agreement to abide by this school policy for the duration of your enrollment.