

**Section: 0004 - Students - Technology Acceptable Use**

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**Student Responsible Use of Technology Agreement**

**Overview**

Catalyst Public Schools makes a variety of communications and information technologies available to students. These technologies, when properly used, promote educational excellence in Catalyst Public Schools by facilitating resource sharing, innovation, collaboration, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming Catalyst Public Schools, its students, and its employees. Catalyst Public Schools firmly believes that digital resources, information and interaction available through Catalyst Public Schools technology systems far outweigh the disadvantages. This Responsible Use Agreement is intended to minimize the likelihood of harm by educating Catalyst Public Schools students and setting standards which will serve to protect Catalyst Public Schools and its students.

**Mandatory Review by Parent/Guardian and Student**

To educate students on proper technology use and conduct, students are required to review these guidelines each school year. The parent or legal guardian of a student user is required to acknowledge receipt and understanding of the Catalyst Public Schools Student Responsible Use of Technology Agreement (hereinafter referred to as the Responsible Use Agreement) as part of the annual registration process, which includes signing and submitting a Summary Signature Form at the beginning of each school year.

**Definition of Catalyst Public Schools Technology System and Network**

Catalyst Public Schools technology and networks are any configuration of hardware and software. The system includes, but is not limited to, the following: telephones, cell phones, and voicemail technologies; email accounts; servers; computer hardware and peripherals; software including operating system software and application software; digitized information including stored text, data files, email, digital images, and video/audio files; internally or externally accessed databases, applications, or tools (Internet or Catalyst Public Schools-server based); Catalyst Public Schools-provided Internet access including guest Wi-Fi; and new technologies as they become available.

## **Student Use Expectations**

Catalyst Public Schools information technology resources are provided for educational and instructional purposes. If you have any doubt about whether a contemplated activity is acceptable, consult with your teacher or administrator to help decide if a use is appropriate. You must do all of the following to keep your school technology privileges:

Respect and protect your own and the privacy of others by:

1. Using only accounts assigned to you.
2. Only viewing or using passwords, data, drives, or networks to which you are authorized.
3. Never distribute private information about yourself or others.
4. Using only school provided devices on school grounds and during school hours. Personal devices are not allowed to be used by students during the school day for any reason.
5. Refraining from taking pictures or videos of classmates or staff without consent and proactive permission.

Respect and protect the integrity, availability, and security of all electronic resources by:

1. Observing all Catalyst Public Schools Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, equipment, networks, or other resources that do not belong to you, without clear permission of the owner, (not hacking, uploading, downloading or creating computer viruses, sending mass emails or spam, or causing a disruption to electronic services).
4. Sharing technology resources with other users by not deliberately causing network congestion or consuming excessive electronic storage.
5. Immediately notifying a staff member or administrator of computer or network malfunctions or inadvertent access to inappropriate content.
6. Never taking school devices off of campus or home.

Respect and protect the intellectual property of others by:

1. Following copyright laws (not making illegal copies of music, pictures, images, videos, games, software, apps, files or movies).
2. Citing sources when using others' work (not plagiarizing).

Respect your community by:

1. Communicating only in ways that are kind and respectful and uphold the school's BRAVE values.
2. Reporting threatening or discomforting materials to a teacher or administrator.
3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of conduct (such as messages/content that are pornographic, obscene, threatening, discriminatory, harassing, intimidating or bullying, or are confidential).
4. Not intentionally accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, impersonating another person for harmful purposes, or illegal copies of copyrighted works) or information or materials that is confidential.
5. Not using the resources to further other acts that are criminal or violate the school's standards for student behavior, such as cheating.
6. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
7. Participating positively in all digital learning environments and refraining from behaviors that negatively impact your peers or staff members.

### **Consequences for Violation**

Violations may result in the loss of your privileges to use the school or Catalyst Public Schools's information technology resources. Violations of this policy, the Catalyst Public Schools' code of conduct, or law may also result in disciplinary action, imposed in accordance with the Catalyst Public Schools policies up to and including suspension or expulsion depending on the degree and severity of the violation. Violations could also result in criminal prosecution by government authorities.

### **Social Media Accounts and Access**

Students are not allowed to access social media accounts while at school or while using personal or school devices. The creation of any false social media accounts that use the Catalyst logo or other identifying information are strictly prohibited. Posting pictures or videos to personal pages or accounts is prohibited unless permission has been granted in writing from a school Co-Founder.

### **Student Access to Computer/Network/Internet**

Computer/Network/Internet access is provided to all students for educational and instructional purposes. Each Catalyst Public Schools computer/tablet with Internet access has filtering software that blocks access to visual depictions that are obscene, pornographic, inappropriate

for students, or harmful to minors, as defined by the federal Children's Internet Protection Act (CIPA). Catalyst Public Schools makes every effort to limit access to objectionable material; however, controlling all such materials on the computer/tablet/network/Internet is impossible, even with filtering in place. With global access to computers and people, a risk exists that students may access material that may not be of educational value in the school setting.

### **Digital Learning Environments**

Students may participate in online environments related to curricular projects or school activities and use digital tools, such as, but not limited to, mobile devices, blogs, discussion forums, RSS feeds, podcasts, wikis, and online meeting sessions. The use of blogs, wikis, podcasts, and other digital tools are considered an extension of the classroom. Verbal or written language that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, wikis, podcasts, and other Catalyst Public Schools-provided digital tools. For students under the age of 13, the Children's Online Privacy Protection Act (COPPA) requires additional parental permission for use of educational software tools and applications. Parents wishing to deny access to these curricular resources must do so in writing to the site principal indicating their child should be denied access to these tools.

### **Supervision and Monitoring**

The use of Catalyst Public Schools owned information technology resources is not private. Authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with Catalyst Public Schools policies. Administrators reserve the right to examine, use, and disclose any data found on the school's networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. In other words, students must understand that computer files and electronic communications are not private and may be accessed by Catalyst Public Schools for the purpose of ensuring proper use. Administrators may also use this information in disciplinary actions, and may furnish evidence of crime to law enforcement. Catalyst Public Schools reserves the right to determine which uses constitute acceptable use and to limit access to such uses. The Catalyst Public Schools also reserves the right to limit the time of access and priorities among competing acceptable uses.

### **Disclaimer of Liability**

Catalyst Public Schools makes no guarantees about the quality of services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from the use of the network or accounts. Catalyst Public Schools also denies any responsibility for the accuracy or quality of the information obtained through user access. Catalyst Public Schools denies any responsibility for material encountered on a computer network, including the Internet, which may be deemed objectionable to a user (or his/her parents, if a minor) or for any hostile or injurious actions of third parties encountered through a computer network. Any statement accessible on the computer network or the Internet is understood to be the author's individual point of view and not that of Catalyst Public Schools, its affiliates or employees. Due to the nature of electronic communications and changes in the law, it is also impossible for Catalyst

Public Schools to guarantee confidentiality of email sent and received over any computer network.

By signing the Summary Signature Form below, I have read, understood, shared with my student and acknowledged receipt of this Responsible Use Agreement.

## Student Responsible Use of Technology Agreement 2021-22

Student Number \_\_\_\_\_ Student Name \_\_\_\_\_

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

Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

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

Date \_\_\_\_\_

