

**SMS Technology Resource Acceptable Users Policy**

**FOR**

**ST. MARY'S CATHOLIC SCHOOL/PARISH**

**EMPLOYEES, STUDENTS, GUESTS**

**MOUNT CARMEL, IL**

*This current Policy will be amended into the 2020-2021 Student & Staff Handbook for next year.*

***SECTION ONE.***

**PURPOSE**

A. To remain competitive, better serve our community and provide our employees with the best tools to do their jobs, St. Mary's Church/School makes available to our workforce access to one or more forms of electronic media and services, including but not limited to, computers, Ipads, Laptop, Chromebook, e-mail, telephones, voicemail, fax machines, internal electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.

B. St. Mary's Church/School encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information and services. However, all employees and everyone connected with our organization should remember that electronic media and services provided by the Church/School are Church/School property and their purpose is to facilitate and support Church/School business only. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

C. To ensure that all employees/users are responsible, the following guidelines have been established for using e-mail intranet and the Internet. No policy can lay down rules to cover every possible situation. Instead, this is designed to express St. Mary's Church/School philosophy and set forth general principles when using electronic media and services.

***SECTION TWO.***

**PROHIBITED COMMUNICATIONS**

Electronic media cannot be used for knowingly transmitting, retrieving, or storing any communication that is:

1. Discriminatory or harassing;
2. Derogatory to any individual or group;
3. Obscene, sexually explicit or pornographic;
4. Defamatory or threatening;
5. In violation of any license governing the use of software; or
6. Engaged in for any purpose that is illegal or contrary to St. Mary's Church/School policy or business interests.

7. Connection of personal computer/equipment to the employer's network must be authorized by one or all of the current acting Principal /Superintendent /IT Manager to insure limited exposure to threatening viruses/programs that could compromise the internal network infrastructure or media devices.

### ***SECTION THREE.***

#### **PERSONAL USE**

The computers, electronic media and services provided by St. Mary's Church/School are primarily for business use to assist employees/students in the performance of their jobs/classes. Limited, occasional, or incidental use of electronic media (sending or receiving) for personal, nonbusiness purposes is understandable and acceptable, and all such use should be done in a manner that does not negatively affect job performance or the systems' use for their business purposes. However, employees/students will be expected to demonstrate a sense of responsibility and will be held solely accountable if this privilege is abused.

#### **PERSONAL EMAIL/DATA**

Note that a secure company email address has been issued to you for School/Church related communications only. This must be used for all public displayed response.

(PERSONAL EMAIL) Be aware that all personal email messages that are cached on local computers/equipment are considered to be St. Mary's Church/School property which is reviewable by authorized personnel.

(PERSONAL DATA) Images, Documents etc. are also not expected to be secure.

St. Mary's Church/School reserves the right to search/copy/archive/delete any illegal, offensive material left in cache, whether it was generated by a personal or business email account.

### ***SECTION FOUR.***

#### **ACCESS TO EMPLOYEE COMMUNICATIONS**

A. Generally, electronic information created and/or communicated by an employee using e-mail, word processing, utility programs, spreadsheets, voicemail, telephones, internet and similar electronic media is not generally reviewed by St. Mary's School, St. Mary's Church or the Diocese's staff. However, the following conditions should be noted:

B. St. Mary's Church/School will and does routinely gather logs for most electronic activities and/or monitors network communications. Any intellectual information that resides on or is linked to the Church/School's media equipment becomes the property of the employer and is subject to any and all review.

C. St. Mary's Church/School reserves the right, at its discretion, to review any employee's electronic files and messages to the extent necessary to ensure electronic media and services are being used in compliance with the law, this policy and other company policies.

D. Employees should not assume electronic communications are completely private within the Church/School infrastructure (network). Accordingly, if they have personal sensitive information to transmit, they should use other means. Also if they have personal electronic devices attached to the Church's/School's network it is not the Church's/School's responsibility to protect any form of data on said device.

### ***SECTION FIVE.***

#### **SOFTWARE**

To prevent computer viruses from being transmitted through the Church's/School's computer's/network system, intentional downloading of any unauthorized software is strictly prohibited. Only software registered through St. Mary's Church/School may be downloaded only after approval by the current acting Principal, Superintendent, or I.T. Manager.

## *SECTION SIX.*

### **SECURITY/APPROPRIATE USE**

A. Employees/Students must respect the confidentiality of other individuals' electronic communications. Except in cases in which explicit authorization has been granted by the current acting Principal, Superintendent, or I.T. Manager, employees are prohibited from engaging in, or attempting to engage in:

1. Monitoring or intercepting the files or electronic communications of other employees or third parties;
2. Hacking or obtaining access to systems or accounts they are not authorized to use;
3. Using other people's log-ins or passwords; and
4. Breaching, testing, or monitoring computer or network security measures.

B. No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.

C. Electronic media and services should not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system.

D. Anyone obtaining electronic access of other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward materials except as permitted by the copyrighted author.

ie. Copy/paste/scan any or all information of emails, memos or documents of school/church without permission of owner.

## *SECTION SEVEN.*

### **ENCRYPTION**

Employees only can use encryption software supplied to them by St. Mary's School/Church if available. Employees who use encryption on files stored on a company computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

## *SECTION EIGHT.*

### **PARTICIPATION IN ONLINE FORUMS**

A. Employees/Students should remember that any messages or information sent on company-provided facilities to one or more individuals via an electronic network—for example, Internet mailing lists, bulletin boards, and online services—are statements identifiable and attributable to St. Mary's School/Church.

B. St. Mary's School/Church recognizes that participation in some forums might be important to the performance of an employee's job. For instance, an employee might find an answer, advice or information to a particular situational by consulting members of a news group or groups devoted to the area of that particular subject.

## *SECTION NINE.*

### **VIOLATIONS**

Any employee/student who abuses the privilege of their access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

## *SECTION TEN*

### **St. Mary's Catholic School GAFE Agreement**

St. Mary's Catholic School is implementing Google Apps for Education (GAFE) for students in both the middle and some lower grades.

**Google Apps** is a collection of free online applications. These applications do not reside on the computer itself, but rather they are accessed through a web browser. This is considered working "in the cloud." The benefit of this structure allows flexibility in accessing documents and projects from ANY computer with Internet access. Staff and students can access their school documents from any internet connected device.

**Google Apps for Education (GAFE)** is a special setup of the popular Google Apps, tailored specifically for educational institutions. For example, accounts are managed by the school (and not by Google) and all advertisements are turned off. This service is available through an agreement with Google and St. Mary's Catholic Schools IT Dept.. GAFE runs on an Internet domain purchased and owned by the school and is intended for educational use. Each student will be issued a smsrockets.net email address which is owned and maintained by St. Mary's IT Dept. and will serve as their login to GAFE.

The Google agreement with St. Mary's Catholic School provides access to Google applications and storage. While Google hosts these services off-site, St. Mary's Catholic School maintains the ability to manage users, groups and settings, much like other locally hosted systems. Students have no expectation of privacy in their use as school administrators have the right and ability to monitor user accounts for policy and security enforcement. This means that St. Mary's Catholic School can grant and revoke user access and control other settings to ensure a safe and secure collaboration environment for students and teachers.

St. Mary's Catholic School students will have access to the core suite of Google Apps which include Gmail, Calendar, Contacts, Drive & Docs, Sites.

All middle school students and their parents are required to agree and adhere to the following:

- Agree to Google's GAFE terms of service found at [https://gsuite.google.com/terms/education\\_terms.html](https://gsuite.google.com/terms/education_terms.html)
- All school communication will use this new email account. Students are expected to check their email daily.
- Student GAFE accounts are to be used for educational purposes related to St. Mary's Catholic School and may not use them for:
  - Unlawful activities
  - Commercial purposes (running a business or trying to make money)
  - Personal financial gain (running a web site to sell things)
  - Inappropriate sexual or other offensive content
  - Threatening another person
  - Misrepresentation of St. Mary's Catholic School's staff or students. Apps, sites, email, and groups are not public forums. They are extensions of classroom spaces where student free speech rights may be limited.
- Agree to St. Mary's Catholic School's Acceptable Use Policy (AUP) found <https://www.smsrockets.org/technology-policy>
- School technology staff have access to student GAFE accounts for monitoring purposes. Students have no expectation of privacy on the Apps system.

- Agree, but not limited to the following safety standards:
  - Students may not post personal contact information about themselves or other people. That includes last names, addresses and phone numbers.
  - Students agree not to meet with someone they have met online without their parent’s approval and participation.
  - Students will tell their teacher or other school employee about any message they receive that is inappropriate or makes them feel uncomfortable.
  - Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account. **Under no conditions should a user provide his or her password to another person.**
- Access to Google Apps for Education is considered a privilege accorded at the discretion of the school. St. Mary’s Catholic School staff employees or IT Dept. maintains the right to immediately withdraw the access and use of Apps when there is reason to believe that violations of law or school policies have occurred.

### **Children’s Online Privacy Protection Act (COPPA)**

In order to meet its educational goals, St. Mary’s Catholic School may utilize third party websites and online services, such as Google Apps, Prezi, Animoto, Overdrive, etc. for its students. Such services are used to assist with education specific needs both inside and outside of the classroom. Many of these services have education specific versions that enable teacher control/monitoring. The school, when possible and appropriate, will utilize the education specific versions and also restrict the use of the services and access to posted material to the classroom which your student is involved in.

Under COPPA, verifiable parental consent is required for students under the age of thirteen (13) if accounts containing personal information are created for them on third party websites or online services.

*At most*, St. Mary’s Catholic School enters only the following information about students when creating accounts in these services:

- First Name
- Last Name
- Student ID
- Email Address

St. Mary’s Catholic School utilizes this information, as opposed to randomly generated usernames, etc, to provide consistency for students and to leverage educational services. By doing this students can use the same username and password for ALL school technology resources and services regardless of whether they are local or hosted offsite. In some cases less information is entered, dependent on the need.

In order to ensure we meet the requirement of COPPA, St. Mary’s Catholic School requires verifiable parental consent to create accounts for ALL middle school students.

To learn more about COPPA visit <https://www.ftc.gov/tips-advice/business-center/guidance/complying-coppa-frequently-asked-questions>.

Parents must agree to the terms and conditions in this document, to permit their child to use Google Apps for Education and any online services deemed appropriate by the school by signing the SMS Technology Resource Acceptable Users Policy Agreement Form (Attached) or found at <https://www.smsrockets.org/technology-policy>.

Middle school students also must agree to the terms and conditions of this document by signing the SMS Technology Resource Acceptable Users Policy Agreement Form (Attached) or found at <https://www.smsrockets.org/technology-policy>.



**Please sign, detach and return to St. Mary's Office**

I have read the SMS Technology Resource Acceptable Users Policy and agree to comply with the foregoing policies, rules, and conditions governing the use of this Company's (St. Mary's Church/School) computer and telecommunications equipment and services. I understand that I have no expectation of privacy when I use any of the telecommunication equipment or services. I am aware that violations of these guidelines on appropriate use of the e-mail and Internet systems may subject me to disciplinary action, including but not limiting to termination from employment and/or expulsion from St. Mary's School. I understand that legal action and criminal liability can also apply. I further understand that this policy can and may be amended at any time.

Date: \_\_\_\_\_

*Signature of Employee/Student* \_\_\_\_\_

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

*Printed Name of Employee/Student* \_\_\_\_\_

Amended 07/20/16  
Added GAFE Agreement 01/15/17  
Amended 02/12/20