



# St. Alban Roe Computer Use Procedure

Classroom Procedures for Information Technology Resources  
2021-2022

*Based on St. Alban Roe School Acceptable Use Policy for Electronic Media and St. Alban Roe School Internet and Electronic Communications Conduct Policy (Found in the Student/Parent Handbook).*

St. Alban Roe School's technology resources, including internet access, are provided for educational purposes. The internet, computers, mobile devices, cameras, etc. are provided to enhance the student's learning process at St. Alban Roe School. These devices allow access to new information and possible interaction in and outside of our own community. This allows St. Alban Roe School to use 21<sup>st</sup> century tools to aid in the student's education. St. Alban Roe School does acknowledge the risks associated with these tools and has established these acceptable procedures to protect students. With the privilege of using these comes the responsibility to use them ethically. The student and the school share responsibility for safe, ethical, and productive use of the Internet, electronic media, and devices.

## **St. Alban Roe School will**

- Provide access to the Internet, computers, and other electronic devices.
- Ensure that filtering is in place to block inappropriate material, including websites that are offensive, obscene or pose a security risk.

## **Teachers will**

- Provide guidelines for use of the Internet and monitor the use of the Internet.
- Inform students of their rights and responsibilities toward electronic media.

## **Students must**

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Not distribute private information about others or themselves.
  - c. Not send anonymous messages of any kind
2. Respect and protect the integrity, availability and security of all electronic resources.
  - a. Observe all network security practices, as posted.
  - b. Report security risks or violations to a teacher or network administrator.
  - c. Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
  - d. Not alter the operating system, preferences or network settings of computers.
  - e. Not make use of software or devices that bypass the school's Internet filter or network security.
  - f. Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
  - a. Not plagiarize, that is, use the words or work of another without giving proper credit.

- b. Not remove or alter without permission of the school files created with school equipment.
4. Respect and practice the principles of community.
  - a. Communicate online in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials to a teacher.
  - c. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works.)
  - e. Not use the resources to do things that are criminal or violate the school's code of
  - f. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

**Students may, if in accord with the above**

1. Design and post web pages and other material from school resources
2. Use online resources with their school provided email account under the direct supervision of their classroom teacher.

**Use of Online/Web Publishing Tools Guidelines**

1. Online communications is critical to our students' learning, tools such as blogging, podcasting, screencasting, and online publishing offer an authentic, real-world vehicle for student expression.
2. Interactive uses of the Internet, including classroom blog, student protected email, podcast projects, photo posting or editing, or other Web use must follow the Internet safety guidelines outlined above.
3. No personal addresses, personal phone numbers, or last names of students may be given out on the Internet.
4. Students agree not to share their username or password with anyone except their teachers and parents and treat blog spaces/as classroom spaces. Speech that is inappropriate for class is also inappropriate for online communication.

**Use of Cell Phone or other wireless devices**

Cell phones may not be used during the school day without teacher permission. This includes voice and text communication and camera capabilities.

**Use of wearable devices**

Wearable devices may be worn by students as long as the messaging/communication ability has been turned off or disabled by parents prior to the device coming to school. If the device is a distraction to the student or those around them, the classroom teacher can determine that the device be kept at home.

**Consequence for Violation**

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources, or suspension from school. In severe cases, disciplinary action as stated in the St. Alban Roe School Student/Parent Handbook Policy will apply.

*Updated 08/04/2021*

## **Supervision and Monitoring**

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with these procedures. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## **I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

**Parents, please discuss these procedures with your child to ensure he or she understands them. These procedures also provide a good framework for your child's use of computers at home, at libraries, or anywhere.**