



Holy Cross Catholic School

1745 South Clinton Street
Defiance, OH 43512

telephone: 419.784.2021

fax: 419.784.2073

www.defianceholycross.org

HOLY CROSS CATHOLIC SCHOOL TECHNOLOGY ACCEPTABLE USE POLICY FOR FACULTY/STAFF

PURPOSE:

The purpose of Technology at Holy Cross Catholic School is perceived as a tool for life long learning and to facilitate communications in support of research and education.

THE INTERNET:

The faculty/staff of Holy Cross Catholic School is offered access to the Internet as a means for gathering informational sources from distant computers to enhance the classroom curriculum. Holy Cross Catholic School believes this technology only begins to open the door to many advanced educational tools and will help propel our school through the communication age. Faculty/Staff is responsible for confirming that students know proper techniques and standards of Internet use before allowing student participation. They are also responsible for guiding student access to appropriate sections of the network and for assuring that students understand the consequences of misusing their technology privileges.

INTERNET SAFETY:

All student Internet access is filtered by our ISP (MetaLink Technologies) as in accordance with the Children's Internet Protection Act. This blocks or filters access to sites that are obscene, contain pornography, or are harmful to others. Internet access by the faculty/staff may be exempt from this filter. In all circumstances, especially in this circumstance, the faculty/staff will give extra attention to accessing only appropriate websites.

ELECTRONIC MAIL (email):

Electronic mail accounts are provided to the faculty/staff solely for exchanging information consistent with the educational mission of Holy Cross Catholic School. If email is used as a form of communication with student or parents, staff members should cc: the school principal if the staff member deems it appropriate to do so.

DISTANCE LEARNING:

Distance Learning is a way of acquiring information from professionals and other students from areas all across the United States. This way of learning serves as a significant source of communication with persons of various backgrounds and cultures. The faculty will enhance their classroom learning by offering Distance Learning opportunities to their students whenever appropriate.

EDUCATIONAL OBJECTIVES:

Electronic information research skills are now fundamental in education and future employment opportunities. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging information with people around the world. Holy Cross Catholic School expects the faculty/staff to blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

PRIVACY IS NOT GUARANTEED:

Holy Cross Catholic School may, at anytime, monitor, inspect, copy, and review all faculty/staff computer activity to ensure that users are acting responsibly. All such information files shall be, and remain, the property of Holy Cross Catholic School. Privacy is not guaranteed.

September, 2005
Revised September, 2011

ACCEPTABLE/UNACCEPTABLE USE:

The educational value of technology in the classroom is the joint responsibility of the students, parents, and faculty/staff of Holy Cross Catholic School. To ensure the safe use of technology for the students of Holy Cross Catholic School, faculty/staff must comply with the following terms and conditions.

ACCEPTABLE USE

Faculty/Staff shall:

1. Respect the privacy of files of other faculty/staff members.
2. Practice appropriate copyright procedures.
3. Approve all materials before allowing students to print.
4. Allow the students to use the Internet for educational purposes only.
5. Use proper Internet etiquette (Netiquette). Be polite and appreciative that other users might have different views than your own.
6. Report any incident that breaches the Acceptable Use Policy immediately to the Principal.
7. Use technology as a source of parent communication and Cc: the principal
8. Always Cc: principal when communicating with students via email.
9. Maintain a folder (digital or hard copy) of original parent/student communication.
10. Remember that you are a Catholic School educator in and out of the classroom when using Social Networks or any other types of available technology.

UNACCEPTABLE USE:

Faculty/Staff shall not:

1. Allow students to access the Internet without a faculty/staff member in the classroom.
2. Visit Internet sites that contain obscene, hateful, or other inappropriate materials.
3. Give personal addresses or phone/fax numbers of any adult or student at the school.
4. Disclose any faculty/staff password or login name to students.
5. Install or download any software or large files without first consulting the technology coordinator.
6. Print unnecessary material
7. Leave the Desktop/Finder exposed on any classroom computer.
8. Communicate with students through social networks.
9. Use equipment or supplies for excessive personal use during or after school.
10. Use computers for personal use while students are present in the classroom.
11. Accept friend requests from students at Holy Cross on Social Networks
 - a. it is strongly recommended by the Diocese and the State of Ohio that you are not friends with former students that are still in school – as a faculty/staff member you are required to report any questionable posts.
 - b. it is strongly recommended by the Diocese and the State of Ohio that you are not friends with parents of HCCS students.

I understand the significance of my responsibility in providing a safe and educational technology experience for the students at Holy Cross Catholic School. I have read and agree with the terms of Holy Cross Catholic School's Technology Acceptable Use Policy for Faculty/Staff.

Name _____

Date _____