

St. Regis Catholic School

Technology use Policy

St. Regis Catholic School strongly believes in the educational value of technology resources (including the internet) and recognizes their potential to support our curriculum and student learning. The following set of guidelines will outline the proper use of technology resources.

Technology Resources

St. Regis provides a variety of technology resources on and off campus for students which have been purchased, leased, donated or contracted for. The following are some of the technology resources that this policy applies to:

- desktop and laptop computers
- scanners
- printers
- video and still cameras
- televisions
- software
- internet access

Proper use of Technology Resources

- Students will only use a computer when a teacher or other parent volunteer is present.
- All technology resources are to be used for educational purposes only.
- Technology resources are provided for all students. Please use all resources safely and with respect. If you notice a resource is not in working condition, please report it to your teacher so it may be fixed for the next student.
- The use of classroom printers is left up to the discretion of the classroom teacher. There will be a limit on the number of pages a student can print each day.
- The use of the internet in classrooms is left up to the discretion of the classroom teacher. Classroom teachers may limit internet use to a certain list of approved sites. Students should always ask before visiting websites that a teacher hasn't approved.
- Most technology resources are limited in some way to manage student use. Students will use these resources within the limitations.

Student Protection Efforts

- St. Regis filters the internet access of students to limit the chances of students viewing inappropriate content. Despite our efforts, it is always possible for students to come across improper material.
- As part of their education at St. Regis, students are taught how to safely “surf the web” and how to distinguish between good and bad web sites.
- In keeping with the Archdiocese *Protecting God's Children* program, students are instructed not to use personal information on social websites (myspace.com, facebook.com, etc.) and to

never communicate with unknown persons (via email, instant message, etc.) despite the age they claim to be.

- Students will only use a computer when a teacher or other parent volunteer is present.
- Students should always report to their teacher (or adult supervisor) any inappropriate websites or situations they encounter while using the internet.

Student Email

- Student email will be available to St. Regis students in grades 6-8.
- Students will be given instruction on the safe and appropriate uses of email and will be required to complete an email pledge (to be signed by student and parent) prior to email use.

Access at Home

- St. Regis will provide students with varying levels of access to some resources at home (e.g. Microsoft 365). Most of these resources require a broadband quality internet connection.
- Technology resources aren't guaranteed to be working at all times at school or from home. Students should always make sure they can complete the assignment if problems arise (i.e. save a copy of an assignment on a USB drive or CD in case email is not available, etc.).
- Not all students will have the same programs at home that are offered at St. Regis. Some students may not have a computer or may not have the internet at home. Ask your teacher for suggestions on completing assignments (ie. using the local library, staying in at lunchtime or coming in before school starts, etc.).

Improper use of Technology Resources

- As stated above, all resources are to be used for educational purposes only.
- Students are provided with an individual username/password which allows them to store their own files and data. Students will not share passwords or access another student's files.
- Students will not remove any resources from the school unless written permission is given to borrow a resource by a teacher. All resources must be returned.
- Students are not permitted to access personal email (gmail.com, hotmail.com, live.com, etc. Students may access their school email only.
- Students will make only respectful and appropriate comments on school blogs, message boards and websites.

Consequences for Inappropriate Use

- The use of technology resources is a privilege and may be taken away.
- A student may lose their technology resource privileges for the remainder of the school day at the discretion of any teacher.
- Any permanent or long-term loss of privileges will be approved by the Principal. Alternate assignments will be provided in-place of assignments or activities which require technology resources.
- Use of home-based email or other forms of technology that are not necessarily initiated at school but do involve inappropriate use of technology by St. Regis students may result in a loss of privileges at school.