

ST. JOSEPH CATHOLIC SCHOOL

Technology Plan

July, 2009-June, 2012

School Code # 58090 0108 A

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Mason Consolidated Schools District

Monroe County Intermediate School District

Educational Technology Plan—St. Joseph Catholic School

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SECTION 2: INTRODUCTORY MATERIAL

A. School Mission Statement

Saint Joseph Catholic School is a Catholic community that helps all persons grows to the fullness of their potential in faith, knowledge and abilities.

Philosophy

St. Joseph Catholic School is dedicated to helping students grow in their spiritual, emotional, social, academic, physical and creative abilities.

B. Goals

We believe that we are:

To help students acquire those skills, habits and virtues of mind and heart that promotes:

- Respect for self and others
- Responsibility for actions and choices
- Commitment to serve communities locally and globally

To challenge and encourage students academically to use their talents and gifts in developing the fullness of their potential

To provide opportunities for student grow in their faith life so they can be witnesses to the world of the goodness of God

C. School Demographics

Saint Joseph Catholic School is a Pre-School through Eighth Grade facility in one building. We have an enrollment of approximately 110 students with nine full-time teachers. The school is located in Erie, Michigan, in the Southeastern part of Monroe County. A rural setting affords our school area for our students to enjoy nature and for expansion. Our students come from a variety of socioeconomic classes in Erie, LaSalle, Temperance, Monroe, and Lambertville areas in Michigan, as well as, parts of Toledo, Ohio, since we are located only five miles north of the Ohio-Michigan boarder. Many parents choose our school because of the faith values that are taught and the attention students receive because of our small class size.

SECTION 3: VISION AND GOALS

A. Technology Vision

The goal of St. Joseph Catholic School is to incorporate technology into the school environment for the purpose of fostering lifelong learning and enrichment of instruction in a changing technological world. Further, the school will encourage the use of technology as a tool to share knowledge, to incorporate real world applications and communicate within and beyond the school community. Students will accept the responsibilities associated with living in the technologically oriented Information Age.

This plan is based on Michigan's State Technology Plan and specifically addresses the following:

1. Training
2. Hardware
3. Access and Connectivity
4. Content Resources

Other resources used:

1. National Technology Standards (ISTE)
2. Michigan Educational Technology Standards and Expectations (2005),

3. Archdiocese of Detroit School Technology Curriculum Guidelines
4. Technology Plans of other schools/districts.

B. School Improvement Goals & Objectives

1. Improve basic reading skills
2. Improve basic writing skills
3. Improve problem solving skills

C. Technology Goals & Objectives

Objectives:

1. All students will use technologies to retrieve, organize, manipulate, evaluate, and communicate information.
2. All students will use critical thinking, creative expression, and decision-making skills to apply appropriate technologies to product development.
3. All students will use technology as they learn subject matter and life-long learning skills.
4. All students will apply ethical and legal standards in planning, using and evaluation technology.

Goals:

1. Curriculum:
 - To teach students to use technology as a means for effective communication, personal productivity, and lifelong learning as evidenced by electronic portfolios and multimedia presentations.
2. Professional Development:
 - To teach faculty and staff to effectively use technology to improve instruction and enhance productivity as proof by teacher lesson plans, student work and parent communication/newsletters.
3. Infrastructure, Hardware, Technical Support, and Software:
 - Identify and provide the infrastructure, hardware, and software necessary to accomplish and maintain these goals and to increase access to technology for all students and teachers.
4. Funding and Budget:
 - To provide adequate funding to implement this Technology Plan.
5. Monitoring and Evaluation:
 - To establish a system of on-going evaluation of the technology curriculum and monitor the staff and student use of the technologies.

D. Strategies to Increase Access to Technology

1. Media Center expansion of Network capabilities (Local Area Network/Wide Area Network, to include CD servers; internet capabilities);
2. Computer lab.
3. One classroom computer station with full network access;
4. Installation of appropriate LAN media (Network Technology, Network Projection Technology, internet and distance learning classrooms.)
5. Training for teachers and administrators through various resources and the ISD

I: CURRICULUM

SECTION 4: CURRICULUM INTEGRATION

A. Curriculum Integrations

As all curriculums are developed with a K-12 focus, and with the community at large in mind, technology will be planned for expandability to meet the developmental needs of the students. This will be accomplished by using common software and hardware, targeting at risk needs, enhancing writing/reading and problem solving skills and by providing a greater access to information beyond the boundaries of the school community.

Through the use of the distance learning capability, the school community will have greater access to a variety of developmental opportunities.

Facilitating learning is the primary objective of instructional technology. Teaching with technology should be implemented in the instructional setting. The educational challenges created by a changing society can be better met through the use of technology. Students and staff will make use of distance learning technologies through participation and development of the activities listed below. Students of St. Joseph Catholic School should have:

- Collaboration with other classrooms on special projects and activities;
- Share class projects;
- Computer lab time when it is not being used for formal classes;
- Internet access in all classrooms
- More individualized and small group instruction;
- Instruction presented using multiple methods;
- Presenting speeches and other projects to expanded audiences;
- Increased opportunities to develop higher order thinking skills;
- More expedient access to research materials and information;
- Increased emphasis on writing skills;
- A more global education to prepare students for the technological world in which we live;
- Increased opportunities to become technologically literate;
- Virtual field trips;
- Videoconferences;
- More challenging and exciting ways of learning;
- Student directed learning experiences.

SECTION 5: STUDENT ACHIEVEMENT

B. Student Achievement

1. All students will use technology as they learn subject matter and life-long learning skills.

Early Elementary

- Identify technology in their world
- Access information
- Acquire and reinforce basic subject-matter skills

Later Elementary

- Compare/contrast the impact of technology in their world today and in the past
- Access information
- Acquire and reinforce basic subject-matter skills

2. All students will use technologies to retrieve, organize, manipulate, evaluate, and communicate information.

Early Elementary

Input and retrieve information from a technological system

- Technology vocabulary
- Use basic computer skills
- Introduction to the keyboard
- Create documents
- Save and retrieve files
- Access information
- Print documents
- Handle diskettes and CDs properly
- Use drawing programs

Later Elementary

Interpret, analyze and evaluate information with the assistance of technology (e.g. voice, data, video, graphics, etc.)

- Technology vocabulary
- Elementary keyboarding
- Word processing
- Spreadsheets
- Graphing
- Access information – Internet, etc.
- Multimedia, digital cameras, etc.
- Presentations
- Database
- Programming

3. All students will use critical thinking, creative expression, and decision-making skills to apply appropriate technologies to product development.

Early Elementary

- Explore technological solutions to a problem
- Select the appropriate tools, materials, equipment, and processes to complete an assignment

Later Elementary

- Compare and contrast technological solutions to a problem
- Select the appropriate tools, materials, equipment and processes to complete work

4. All students will apply ethical and legal standards in planning, using, and evaluating technology.

Early Elementary

- Practice ethical and legal standards related to technology in their world

Later Elementary

- Practice ethical and legal standards related to technology in their world
- Explain the need for laws related to technologies

5. All students will evaluate the impact of technology on their world, predict other uses of technology and possible effects on society, and make informed decisions.

Early Elementary

- Describe how technology could be used in a career or occupation

Later Elementary

- Demonstrate how people in different occupations and careers use technology to do their work
- Investigate how solutions to problems have changed from the past to the present
- Explore computer education and training required for various occupations.

SECTION 6: TECHNOLOGY DELIVERY

C. Technology Delivery

The delivery of specialized curricula will be through the use of the Internet and video streaming. This is available through the Monroe County Intermediate School District.

SECTION 7: PARENTAL COMMUNICATIONS AND COMMUNITY RELATIONS

D. Parental Communications & Community Relations

Parents will be kept informed of the technology to be used with the students through this Technology Plan, the Weekly Newsletter, Student Handbook, school website and open houses. Parents will also be invited to participate in various technology activities and opportunities as they become available. A Technology Committee will address issues that involve technology in the school.

SECTION 8: COLLABORATION

E. Program Development/Collaboration with Adult Literacy

As technology is acquired and incorporated into the school, adult literacy and enrichment programs will be developed and offered to the parents and community at large in collaboration with the Monroe County Intermediate School District. The community and parents are kept informed through the Weekly Newsletter, school website, the Monroe County Intermediate School District web site, and other resources.

II. PROFESSIONAL DEVELOPMENT

SECTION 9: PROFESSIONAL DEVELOPMENT

F. Professional Development

Technologies will be integrated to include course offerings and conferences on and off site. The school is committed to providing appropriate training to all personnel as it applies to their use of technology. The school will provide training for staff in all areas of technology and on how to integrate technology into their classrooms. Training may include, but is not limited to, the following areas:

- Computer software
- Video Streaming
- The Internet
- E-mail
- Digital camera
- LCD Projectors
- SMART boards
- Other technology as it becomes available

Sources of Ongoing Training & Technical Assistance

It is the goal of St. Joseph Catholic School to access ongoing technical training. Training may include selected building personnel, the Monroe County Intermediate School District, the

Archdiocese of Detroit, colleges and universities, businesses, industry, and other global sources. The State of Michigan and national standards addressing technology competencies for teachers, administrators, and other relevant educators will be used.

SECTION 10: SUPPORTING RESOURCES

G. Description of Supporting Resources

Resources will include local funding to purchase software that supports the technology and curriculum within the school. A network technician will be utilized to provide technical support for hardware and software and to assist the library/medial personnel and other staff personnel who are directly involved with implementing our Technology Plan. Additionally, the school will take advantage of educational services available through the Monroe County ISD to provide quality instruction and integration of technology into the daily curriculum from the video library, REMC and ISD materials. The “Techworks” program is used in Kindergarten to Grade 8. The principal maintains a list of all available resources, software, hardware, and other resources available to the students, staff, parents, and community.

III. INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT, AND SOFTWARE

SECTION 11: INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATIONS AND DESIGN

The integration of technology into the classrooms and media center requires infrastructure and the following items are already in place or needed:

TECHNOLOGY HARDWARE AND SOFTWARE		
COMPUTERS:	Number on hand	Number needed
Dell Inspiron 5100 laptops	2	0
Compaq Prosignia 320 CEL 4333MHZ	6	0
HP Pavilion Intel 350 MHZ	1	0
Custom Built Celeron 335 2.80 GHZ	27	7
OTHER TECHNOLOGY:		
Scanner	2	3
CD rewriters	29	0
Laser Printers	2	2
Ink jet printers	8	2
Digital Camera	1	0
Video Camera	1	1
Cable in the Classroom	14	0
LCD Projectors	2	10
TV scan converters	12	0
Smart board	0	1
NETWORKING:		
Computers in the lab and all classrooms are networked to school server	36	0
Cable modem hookups are in all classrooms	14	0
SOFTWARE:		
Kids Pix	20	
Microsoft Professional	29	
Typing Tutor	10	
Techworks	KDG to Grade 8	

Storybook Weaver	30	
Tabletop Math	30	
Dr. Pete's Tale Writer	10	
The Cruncher	20	
Classrooms have various software for their curriculum		

Local Area Network: In the fall of 2002 cable connections were provided to the classrooms in Preschool to Grade 8, the media center, and computer lab with security, firewall, virus scan, and filtering.

We will maintain and enhance current infrastructure. Additional hardware and software will be purchased in the future as funds become available. Technical support is available through Mason Consolidated Schools, Monroe County ISD and local parents knowledgeable in the area of computers.

SECTION 12: INCREASE ACCESS

I. Increase access

Phonic Ear Listening Systems have been installed in all classrooms. Students who need assistance through assistive technologies will be given the help they need through the Mason Consolidated Schools and the Monroe County ISD.

IV. FUNDING AND BUDGET

SECTION 13: BUDGET AND TIMETABLE

J. Timeline for Implementation

1. The School Technology Plan will be implemented as the need is identified for telecommunication services, hardware, software, and other services to improve education and the media center and strategies that will determine interoperability among the components of technology acquired.
2. Implementation will also be dependent upon strategies to increase access to technology for all students and staff, and to provide staff with professional development on how to integrate technology into their classrooms.

Projected Budget

This budget is projected on the basis on information available at this time. In addition, we will locate and secure additional resources to support technology.

2009-2010	\$5,000
2010-2011	\$5,000
2011-2012	\$5,000

SECTION 14: COORDINATION OF RESOURCES

K. Coordination of Available State and Local Grant Resources

Saint Joseph Catholic School will use Federal and State monies for the development of technology whenever possible. Local resources, State and Federal grants that become available, and the Universal Service Fund also will be used to offset the cost of staff development, purchasing computers, software, and building infrastructure. A Technology Endowment Fund of \$10,000 has been established for technology use in St. Joseph Catholic School.

V. MONITORING AND EVALUATION

SECTIONS 15: EVALUATION

L. EVALUATION

To establish a yearly system of on-going evaluation of the technology curriculum and monitor the staff and student use of technology.

The staff has taken a needs assessment and the results are being used for Professional Development purposes.

The present technology courses and computer lab will be reviewed based on the technology curriculum outlined in this Plan as well as the course curriculum.

Each teacher has been given grade level curriculum. They will meet to determine how best to integrate technology into their curriculum. Implementation of these plans will serve as an evaluation.

Implementation of the Technology Plan will serve as an evaluation.

Technology is continually changing. The Technology Plan must be viewed as a changing document also, depending upon the latest technology that becomes available.

Using Technology as a Teaching Tool

Through staff development, teachers will develop skills in using computers, presentation equipment such as LCD/video projectors, subject area technology, handheld computers, digital cameras and camcorders, DVD and video/cable as teaching tools.

SECTION 16: ACCEPTABLE USE POLICY

M. Acceptable Use Policy

St. Joseph Catholic School

Electronic Information Access and Use For Educational Purposes Policy

St. Joseph Catholic School (the "School") encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use For Educational Purposes Policy (this "Policy") to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) "PEDs" means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants ("PDAs").
- (b) "School Confidential Information" means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) "School Electronic Information" means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.
- (d) "School Equipment" means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials

and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.

- (e) "School Networks" means all School voice and data systems, including, without limitation, the School's Internet, intranet and extranet systems.
- (f) "School Systems" means the School Equipment and the School Networks.
- (g) "Users" means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) "User Equipment" means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School's [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/ handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's

organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "as is, as available" basis.

School Responsibility

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors' access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

St. Joseph Catholic School Network Users

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

- 1) Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
- 2) Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
- 3) Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users

Subject to the terms of this Policy, Users have the privilege to:

- 1) use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- 2) access information from outside resources which facilitate learning and enhance educational information exchange.
- 3) access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

Users are responsible for:

- 1) using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- 2) attending appropriate training sessions in the use and care of School Systems.
- 3) seeking instruction for the use of any available technology with which they are not familiar.
- 4) adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- 5) refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- 6) maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- 7) students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- 8) having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
- 9) material received, created or distributed using School Systems.

- 10) maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- 11) preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- 12) awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- 13) using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any for any financial obligations made nor any personal information provided while using School Systems.
- 14) financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- 15) any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- 16) Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- 1) using the technology for a "for-profit" business, for product advertisement or political lobbying.
- 2) the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- 3) using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.
- 4) participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- 5) vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.



ST. JOSEPH CATHOLIC SCHOOL

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Student Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom. 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Joseph Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage cause by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules described above will be dealt with seriously.

Parent/Guardian Signature

Student Signature

Date

Date