



St. Stanislaus Kostka School  
Sayreville, NJ  
***Ethical Use of Technology Policy 2024-2025***

**Preamble**

- o The purpose of school-provided technology is to facilitate legitimate school endeavors, which are educational and administrative in nature.
- o The use of technology must always be in conformity with the law and the religious mission of the Diocese of Metuchen.
- o St. Stanislaus Kostka School will have the resources to exchange information within its facility and with other institutions throughout the world.
- o The use of technology is a privilege, not a right, and inappropriate use will result in a cancellation of the user's privileges. The administration has the right to monitor all communication on the network.

**Equipment**

- o The user will recognize the value of the hardware, software, furniture and all computer related materials and will not misuse or abuse these items.
- o All forms of personal media (CD, USB portable memory) cannot be used without the approval or direct supervision of the Technology teacher.
- o No user will alter, install, modify, upgrade, repair or remove any school hardware, software, Speedskin, computer, keyboard, monitor, printer, scanner, mouse, wiring/cabling, or other accessories, such as a headset or mouse pad.
- o Users who damage and or steal any hardware, software and/or accessories will be responsible for replacing the articles at their own expense.

**Software**

- o Commercial software is copyrighted and each user must abide by the licensing agreement published with the software.
- o The user will not violate any copyright laws regarding print, electronic or visual information.
- o The user will not read, change, create, delete, copy or modify any parts of the resident software, computer settings, and the operating system.
- o The user will not modify the background, change the homepage of the browser, open/modify another student's folder, and/or move icons on the desktop. This applies to desktop and laptop computers throughout the building.
- o The user will always work as a "guest" when using a Chromebook unless the student and parent sign a Chromebook 1-to-1 contract for the specific device.

## **Internet Access**

- o The user may utilize the network resources for educational purposes only.
- o Instant messaging and social networking sites are not permitted at the school unless managed in an environment specified by the teacher.
- o The user will not upload, download, or bring into the school material deemed inappropriate. This would include but not be limited to any material that contains profanity, vulgarity, obscene, or violent content. Materials that are racist, abusive, degrading, demonic, or promote intolerance, prejudice, harassment, or insult to any individual, ethnic, or religious group are unacceptable.
- o Transmission of material, information or software in violation of church, school, local state or federal law is prohibited.
- o The user will not meet in person any individual who s/he made contact with through the school technological resources. Meetings with resource people contacted through the Internet will be arranged only with the approval of the school administration.
- o Cyber-bullying is unacceptable and will not be tolerated.

## **Virtual Learning**

- o Virtual lessons or Meet sessions with the class are not to be video and/or audio recorded.
- o Students using their Google school accounts are not to meet with other students outside of the school day unless approved by the Teacher for academic purposes. If students want to meet with their friends after hours, they are to use a non-school account.
- o Due to privacy laws, photographs of student Meet sessions may not be posted on personal social media sites. Those photographs submitted to [socialmedia@sskschool.org](mailto:socialmedia@sskschool.org) will be edited if parents have requested not to have their child in any forms of media.

## **Miscellaneous**

- o Students and/or parents are not to share with anyone their login ids and passwords for school related applications such as Google Apps for Education, PowerSchool, IXL, etc.
- o Students are to respect the digital work of others. Deleting/modifying documents (Google Docs, local documents, etc.) in any manner is unacceptable.
- o School provided student email accounts and passwords will be distributed for class use and school work only. Students are not permitted to use school email accounts or any Google platforms to “chat” or “message” friends/family etc. whether it is during the school day or not. Email accounts and passwords will be distributed by the school and are not to be altered.
- o Students and/or parents are not to modify passwords for any application purchased by the school (i.e. IXL, ReadWorks, Rosetta Stone, etc).
- o The user will not disclose or attempt to access personal passwords or access codes assigned to him/her or any other user.
- o The user will not attempt to defeat security measures instituted by the school (anti-virus software, filters, etc).

- o Unauthorized access to computers after designated hours or wireless networks from locations other than those approved for specific computer assignments is prohibited. This includes utilization of virtual private networks (VPN).
- o The user will not use school technological resources to support candidates for public or elected office.
- o The user will exercise due diligence and is bound not to disclose or use any confidential or personal information acquired as a result of using the school's technological resources.
- o The school makes no warranties of any kind, whether expressed or implied, for the use of this technology. It will not be responsible for any damages suffered, such as loss of data resulting from delays, non-deliveries or service interruptions caused by its own negligence or the user's errors or omissions.
- o Any user of our technological resources specifically agrees to abide by this Ethical Use of Technology Policy and in addition agrees to indemnify the school/Diocese of Metuchen for any losses, costs or damages, including attorney's fees, incurred relating to or arising out of any breach of this document.
- o Students are not permitted to link any additional email accounts to their school provided account, nor are they allowed to log into their personal email accounts during school hours. Permissible school accounts are those that have the domain name of sskschool.org.
- o Photography or video recording are not permitted during school hours unless given permission by the teacher.