

DIOCESE OF DES MOINES
Catholic Schools Policies/Regulations

STUDENT PERSONNEL

Technology – Acceptable Use Guidelines

It shall be the policy of the Diocesan Catholic Schools Office, under the aegis of the Bishop, that, because the use of technology is central to the teaching and learning process, each school must develop Acceptable Use Guidelines (AUG) for student use/access to electronic/digital technology. The AUG must be published in the Student-Parent Handbook and followed by all users. Thus, since the parents and student must sign the Parent-Student handbook, there is no need to have a separate acceptable use form signed by the students unless the school wishes to utilize such a form.

Teachers must provide proper guidance and instruction to students in the appropriate use of electronic/digital resources. The AUG may include the following sections: definitions, rights and responsibilities, acceptable uses, unacceptable uses, violation/sanctions, etc.

Electronic/digital information research skills are fundamental to preparation of educated citizens and future employees. The AUG should make it possible for students to conduct research and obtain information that will assist them as they strive to achieve the standards, benchmarks, and grade level/course level expectations of the Diocese of Des Moines Catholic schools.

Independent student use of electronic/digital information resources will be permitted unless a written request by parents/guardians of minor students (under age 18) is made denying access. Parents should be encouraged to be aware of the uses of the electronic/digital resources their children are making.

Policy Adopted: June 21, 2005
Policy Revised: March 25, 2013
Policy Reviewed: January 30, 2020
Policy Revised: July 30, 2021

Technology – Acceptable Use Guidelines
Technology Use
Regulation 585.1

In the development of a technology policy and procedures for students, the following minimums should be included:

- 1) Use of technology must be consistent with the mission and goals of the school.
- 2) Use of school property is a privilege not a right.
- 3) All copyright laws are to be followed.
- 4) Students must be taught and practice proper network etiquette.
- 5) All illegal and/or inappropriate use of technology may result in loss of privileges and appropriate punishment.
- 6) The school reserves the right to monitor all student use of technology.
- 7) Students must be warned about the various dangers associated with some technology usage.
- 8) The parents and students should sign a Student Acceptable Use Statement.

Regulation Adopted: June 21, 2005
Regulation Revised: May 19, 2008
Regulation Reviewed: January 30, 2020
July 30, 2021

Technology – Acceptable Use Guidelines
Student Technology Acceptable Use Statement
Regulation 582.2

If a school is not using an electronic registration system, this form must be collected from parents.

Diocese of Des Moines School
Student Technology Acceptable Use Statement

As a student of _____ School, I acknowledge that the right to use school technology includes both responsibilities and conditions.

Responsibilities:

- my use must not be contrary to the mission and goals of the school
- my use is to be for the purpose of fostering learning and academic achievement
- I am expected to follow the same rules of privacy and ethical behavior utilized in other communications

Conditions:

- the technology is property of the school and, as such, usage may be regulated by the school
- the school may monitor all transactions, e-mails, etc.
- all copyright laws and license agreements must be followed
- use of school technology for non-educational, commercial, for-profit or political purposes is forbidden
- all illegal and/or inappropriate use of technology may result in the right to use school technology being denied (The administration will determine what is illegal and/or inappropriate and its decision is final.)
- any flagrant misuse of school technology may result in disciplinary action up to and including suspension or expulsion (The administration will determine what is flagrant misuse and its decision is final.)

I have read and agree with the responsibilities and conditions in this Statement.

Student's Signature

Date

Parent/Guardian Signature

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Regulation Revised: March 25, 2013
Regulation Reviewed: January 30, 2020
Regulation Revised: July 30, 2021