



TECHNOLOGY CODE OF CONDUCT

1. The student will only be on the program or website instructed by my teacher.
2. The student will not open additional windows without permission.
3. The student will not download or access inappropriate material.
4. The student will not post threats of intimidation or bodily harm.
5. The student will not attempt to access any user name or password but his/her own.
6. The student will use avatars, profile pictures and backgrounds that are approved by the homeroom teacher. These must be non-offensive and in accordance with the school's mission and philosophy.
7. The student will use Google Classroom, Docs, Slides, Sheets and all digital apps and websites for school work only. Use of any app, website, or device to post/chat/communicate with others is prohibited unless specifically assigned by a teacher and approved by the school principal.
8. The student may not use Artificial Intelligence (AI) to complete any school assignment unless instructed to do so by the teacher and approved by the school principal. In that case, use of AI must be clearly referenced and disclosed by the student. Using AI to complete assignments undermines the student's academic growth.
9. The student will use respectful language or voice when creating any digital content. All school rules and consequences related to harassment apply.
10. The student will use appropriate grammar instead of texting language.
11. The student will avoid the use of sarcasm to prevent misinterpretations.
12. The student will not reveal any personal information. This includes phone numbers, addresses, emails, etc.
13. The student will not post photos or videos showing his or herself or classmates.
14. The student will not manipulate the school's device to change formatting or setting of the device.
15. In the event that a personal device needs to be brought to school, it will be under the direction of the administrator and/or teacher and will be subject to all school rules and guidelines.
16. The students will take good care of the technology equipment assigned to them. The student should immediately report damages to technology equipment to the principal or technology coordinator. The student/family may be responsible for damages to this equipment.

DISCIPLINE

- 1st Offense:** Student will receive a *Technology Code of Conduct* notification and verbal reminder from the school technology coordinator. ★ †
- 2nd Offense:** Student will receive a *Technology Code of Conduct* notification and verbal reminder from the school technology coordinator. ★ †
- 3rd Offense:** Student will receive a *Technology Code of Conduct* notification. The student's device will be collected. A letter will be sent home to the parent. It must be signed and returned before the device is returned to the student for school use. ★ †
- 4th Offense:** In-School Suspension or Out of School Suspension and parent conference requested. Personal devices may not be permitted in school. ★ †

★ *For serious or severe offenses, the principal will determine if additional discipline or legal action by the authorities is required. Severe offenses include, but are not limited to, cyberbullying, harassment, intentional damage of a device, accessing immoral or violent content. Additional discipline may include a discipline report, phone call or letter to the parent, loss of recess or student activity privileges, loss of device privileges.*

† *Personal devices, such as cell phones or smart watches, are not allowed during the school day unless the principal has given written permission to the parent. Personal devices will be collected by the homeroom teacher each morning and returned to the student at dismissal each day. Any unauthorized use of a personal device during the school day, including After Care or after-school clubs, will result in the principal collecting the device. The personal device must then be claimed from the principal by a parent.*

Please sign and return the Diocesan Ethical Use of Technology Policy.

We have reviewed, read, understand and will abide by the provisions of Diocesan Ethical Use of Technology Policy. I further acknowledge and accept responsibility for any violation of this policy made by my/our child/children. Any violation of this policy will result in suspension of internet/technology privileges and will incur disciplinary action.

Student Name (please print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent Name (please print): _____

Parent Signature: _____ Date: _____