

## **SS. Cyril & Methodius School**

### **Acceptable Use, Digital Citizenship & Internet Policy**

#### **Digital Citizenship**

##### **1. Current filtering methods**

SS. Cyril & Methodius (also known as SSCM) complies with all federal, state and Archdiocese of Chicago regulations regarding filtering as specified under the Children's Internet Protection Act (CIPA). This law specifies that each school:

- "certify that they have an Internet safety policy and technology protection measures in place. An Internet safety policy must include technology protection measures to block or filter Internet access to pictures that: (a) are obscene, (b) are child pornography, or (c) are harmful to minors, for computers that are accessed by minors"
- "adopt and enforce a policy to monitor online activities of minors"
- "adopt and implement a policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) restricting minors' access to materials harmful to them."

SS. Cyril & Methodius employs the following methods to enforce each of these requirements:

- SSCM uses an in house Firewall to block sexual content, gambling, games, as well as many sites specifically identified by teachers and staff. Our email system is filtered by Google Postini services to help filter out inappropriate content & junk email.
- SSCM uses a domain account activity monitor, Go Guardian, to monitor SSCM account activity of all student accounts.
- The Information Technology Coordinator reviews the student and staff Internet access logs on a regular basis to find attempts to circumvent blocked content. These logs are also backed up for the purpose of holding an archived record for investigations for disciplinary reasons or illegal activity.
- SSCM has a Network/Internet Agreement form addressing inappropriate acts which must be signed by all students and parents. When students violate these guidelines, they are addressed by the SSCM principal, in cooperation with information provided by the Information Systems staff. These offenses follow the same disciplinary policy

as other discipline at SS. Cyril & Methodius. For more information about the SSCM Network/Internet Agreement form, please see section 2 below, labeled Acceptable Use Policy (AUP).

## **2. Acceptable Use Policy (AUP): Technology Code of Conduct**

It is the intent of the SS. Cyril & Methodius to advance and promote education in a blended learning environment by assisting in the collaboration and exchange of information. Successful operation of Internet and other related technological service requires that all users regard the system as a shared resource. Users must cooperate to form a community of diverse interests with common purpose of advancing education. It is, therefore, imperative that all users conduct themselves in a responsible, ethical, and polite manner.

### **General Network Use**

The network is provided for students to conduct research, complete assignments, publish their work, and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with SSCM standards and honor the agreements they have signed. Beyond the clarification of such standards, Network and Internet accounts and storage areas are similar to school lockers. Network administrators may review files and communications to maintain system integrity and ensure that the system is used responsibly. Users should not expect that files stored on SSCM servers whether local or cloud based will always be private.

### **Internet / World Wide Web / E-mail Access**

SSCM provides a school account for access to the Internet, and email for educational purposes. When appropriate it will enable the student to use thousands of libraries and databases and correspondence with experts in various fields. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Private accounts are easily available and SSCM discourages their use during school hours and for school work. Filtering and monitoring software is in use, but no system is capable of blocking 100% of the inappropriate material available on the Internet. SS. Cyril & Methodius believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting

and conveying the standards that their children should follow when using media and information sources.

### **Publishing to the World Wide Web**

Student work may be considered for publication on the World Wide Web, specifically on the school's Website or a classroom Website. In the event anyone requests permission for copyright use, those requests will be forwarded to the student's parent/guardian. In general, documents may not include a student's full name, phone number, address or other identifying contact information.

### **INAPPROPRIATE USE OF TECHNOLOGY OUTSIDE OF SCHOOL**

Parents/Guardians are primarily responsible for the student's appropriate and ethical use of technology, which includes social media, email, forums, blogs, websites or other software or hardware, etc., outside of school. However, the inappropriate use of technology outside of school by a student of SS. Cyril and Methodius School may result in disciplinary action.

Inappropriate use may include, but is not limited to the following:

Use of the school name/logo

Remarks to or about teachers/staff members/students which are considered to be bullying, hateful, obscene or threatening.

Harassment of others which are considered to be bullying, hateful, obscene or threatening.

Remarks/photos posted on any social media sites which are considered to be bullying, hateful, obscene or threatening.

Consequences may include detention, denial of technology, loss of special school events, suspension and/or expulsion from school. Parents will be required to meet with the administration in regards to these situations.

### **Family Educational Rights and Privacy Act - FERPA**

Most student records are open only to teachers, principals, and other staff members who have responsibilities requiring such access. Parents may review student records of their son/daughter; also, students eighteen years and older have access to their own records. Arrangement for such reviews should be made through the school office. Copies of any materials in those records will be furnished at the request of parents and/or eligible students at a cost of ten cents per page.

The federal law, Family Education Rights and Privacy Act of 1974, states that:

1. Parents (or non-dependent students eighteen and older) must give written consent before release of "supplemental" or "confidential" information about their student (or themselves).

2. "Standard" or "regular" school records may be forwarded by the school or school district upon request and without parent/student consent.

3. "Directory information" about a student may be released to the public without parent/non-dependent student consent unless that parent gives the SSCM written notice to the contrary using SSCM Student Opt-out Form, available from school secretary. Record of completion of this form will be indicated in the Student Information Service (School-Master). "Directory information" includes any one or all of the following: student's name, participation in officially recognized activities and sports, address, telephone listing, weight and height of members of athletic teams, photograph or other digital image, degrees, honors and awards received, date and place of birth, major field of study, dates of attendance, grade level, and most recent educational agency or institution attended.

SS. Cyril & Methodius does not provide directory information to private parties for commercial use; however, the AOC does release directory information, upon request, to State and Federal Government agencies. The primary purpose of directory information is to allow SS Cyril & Methodius to include this type of information from your child's education records in certain school publications. Examples include: the annual yearbook, honor roll or other recognition lists, school, classroom and/or student websites, graduation programs, a playbill showing your student's role in a drama production or concert, and sports activity sheets. The district also provides directory information to news media on students to be listed on athletic teams or to be honored for outstanding achievement. To achieve "Online safety" requires training, professional development and community support. The training goal for our faculty, students, and parents is to learn how to be safe and responsible in their use of the Internet. We want to teach critical thinking about online activities.

Understanding how to make decisions while online will keep faculty and students safe from predators, but also improve their media literacy.

Online Safety is integrated across the curriculum. The faculty receives resources and training in order to educate themselves, their students, and parents of their students on how to avoid dangerous, inappropriate, or unlawful online behavior. Documentation of teacher and student training is collected. It is a requirement of the Archdiocese of Chicago to participate and teach several courses each year on Digital Citizenship and Common Sense Education to all K thru 8 students. SSCM has met all the criteria for certification as Digital Citizenship and Common Sense Education school.

**Parental resources**

SS. Cyril & Methodius will provide resources for parents on the *SSCM* website. Among the resources available will be links to text, audio and video information about technology and students. Also, beginning in the summer or fall of 2017, the SSCM Technology Committee will hold evening presentations for parents and community members covering technology topics and providing opportunities for question and answer as well. See the list of *Internet Safety Resources available on school.stcyril.org website.*

## Parent and Student Agreement

Please sign and return to SSCM teachers or staff.

I (We) the parents \_\_\_\_\_(please print)  
have read and explained the Acceptable Use Policy to our child attending SSCM  
\_\_\_\_\_(please print). We understand that the use  
of the Internet and technology while at SSCM is a privilege and the appropriate use of such is  
expected at all times. The student is expected to participate in all Digital Citizenship and  
Common Sense Education sessions each year. This form must be filled out and signed by  
each student.

Date: \_\_\_\_\_

Parent's signature: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Student's Grade: (please circle) K 1 2 3 4 5 6 7 8