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# ST. FRANCIS OF ASSISI SCHOOL TECHNOLOGY PLAN

St. Francis of Assisi Elementary and Middle School  
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January 2021 – January 2025

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## INTRODUCTORY MATERIAL

### MISSION STATEMENT

We are called to Learn, Care, and Lead as we work to discover God's plan for us. Each person is valued, respected, protected, and nurtured as a unique creation of God.

### INTRODUCTION

St. Francis School is a private Catholic School, which is a member of the Diocese of Lansing. It is located in Ann Arbor, Michigan and within Washtenaw County. St. Francis draws students from Ann Arbor, Saline, Dexter, Ypsilanti and other surrounding areas. It serves approximately 430 Students pre-kindergarten through eighth grade. We have one Preschool classroom and two classrooms for each grade Kindergarten through Eighth grade. All classrooms, including Music, Art, Media Center and a Gymnasium are contained in our one building school. We have a teaching staff of 40 which includes classroom teachers, art, music/drama, band, media and our Extended School Program staff. The building is also shared during the evenings and on the weekends for community-wide religious education and parish programs.

## VISION AND GOALS

### TECHNOLOGY VISION

St Francis will provide students and staff access to the latest technology that enhances teaching and learning. We will use technology to nurture the ministry of Catholic Education and to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communication.

### TECHNOLOGY GOALS

- Maintain and upgrade an infrastructure to meet curricular needs
- Continue quality integration of meaningful technology into the curriculum
- Enable students to become competent users of technology
- Improve student achievement through technology tools
- Create seamless access and utilization of data across our network
- Provide continuous and comprehensive technology focused professional development & training
- Encourage parent involvement, support and knowledge in their students' technology education

# CURRICULUM

## CURRICULUM INTEGRATION

### SPECIFIC CURRICULAR GOALS AND ALIGNMENT WITH STATE STANDARDS

Technology that is aligned with national and state standards will be integrated into the classroom curriculum.

2009 Michigan Educational Technology Standards for Students

(Approved by the State Board of Education October 2009)

K – 2<sup>nd</sup> grade: [http://www.michigan.gov/documents/METS\\_K-2\\_129581\\_7.pdf](http://www.michigan.gov/documents/METS_K-2_129581_7.pdf)

3<sup>rd</sup> – 5<sup>th</sup> grade: [http://www.michigan.gov/documents/METS\\_3-5\\_129585\\_7.pdf](http://www.michigan.gov/documents/METS_3-5_129585_7.pdf)

6<sup>th</sup> – 8<sup>th</sup> grade: [http://www.michigan.gov/documents/METS\\_6-8\\_129586\\_7.pdf](http://www.michigan.gov/documents/METS_6-8_129586_7.pdf)

### ISTE STUDENT STANDARDS (NATIONAL EDUCATION TECHNOLOGY STANDARDS)

(ISTE STANDARDS PUBLISHED 2007)

#### 1. Creativity and innovation

- Students demonstrate creative thinking, construct knowledge, and develop innovative products and processes using technology.
- Apply existing knowledge to generate new ideas, products, or processes.
- Create original works as a means of personal or group expression.
- Use models and simulations to explore complex systems and issues.
- Identify trends and forecast possibilities.

#### 2. Communication and collaboration

- Students use digital media and environments to communicate and work collaboratively, including at a distance, to support individual learning and contribute to the learning of others.
- Interact, collaborate, and publish with peers, experts, or others employing a variety of digital environments and media.
- Communicate information and ideas effectively to multiple audiences using a variety of media and formats.
- Develop cultural understanding and global awareness by engaging with learners of other cultures.
- Contribute to project teams to produce original works or solve problems.

#### 3. Research and information fluency

Students apply digital tools to gather, evaluate, and use information.

- a. Plan strategies to guide inquiry.
- b. Locate, organize, analyze, evaluate, synthesize, and ethically use information from a variety of sources and media.
- c. Evaluate and select information sources and digital tools based on the appropriateness to specific tasks.
- d. Process data and report results.

#### 4. Critical thinking, problem solving, and decision making

- Students use critical thinking skills to plan and conduct research, manage projects, solve problems, and make informed decisions using appropriate digital tools and resources.
- Identify and authentic problems and significant questions for investigation.
- Plan and manage activities to develop a solution or complete a project.
- Collect and analyze data to identify solutions and/or make informed decisions.

- Use multiple processes and diverse perspectives to explore alternative solutions.

## 5. Digital citizenship

- Students understand human, cultural, and societal issues related to technology and practice legal and ethical behavior.
- Advocate and practice safe, legal, and responsible use of information and technology.
- Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.
- Demonstrate personal responsibility for lifelong learning
- Exhibit leadership for digital citizenship.

## 6. Technology operations and concepts

- Students demonstrate a sound understanding of technology concepts, systems, and operations.
- Understand and use technology systems.
- Select and use applications effectively and productively.
- Troubleshoot systems and applications.
- Transfer current knowledge to learning of new technologies.

Additionally, St. Francis students will:

- Demonstrate respect and ownership of technology resources.
- Demonstrate knowledge of ethical and legal uses of technology.

### IDENTIFYING AND PROMOTING CURRICULA AND TEACHING STRATEGIES

The teachers at St. Francis are currently making effective use of classroom and lab computers. Teachers are using technologies such as multimedia projectors and tablets, laptop computers, Chromebooks to enrich their current curriculum. Effective and engaging software and on-line learning resources (i.e. ALEKS Math, Star Reading, Accelerated Reading, Microsoft Office, Google G Suite, publicly available resources such as Discovery Education and MeL Online and school owned electronic databases provided by Gale-Cengage) will be an integral part of every curriculum. In all cases, projects and activities done using technology integrate into the classroom curriculum.

All teachers have a networked computer on their desks and all classrooms and common areas are wired with password protected Wi-Fi. This, along with the ability to project to a screen in the classroom, allows teachers to use online resources for classroom instruction. Teachers utilize the school LAN and Wi-Fi along with Google Docs/Drive for interschool communications. This allows all staff members to easily share calendars, lesson plans, grades, report cards, digital videos, and other documents.

Training is provided to teach both the mechanical skills to use these tools and the educational skills to integrate this technology into all curricular areas. All teachers continue to have the ongoing training and support they need to help students learn through computers and the Internet. We will continue to seek out professional development opportunities that integrate technology in the curriculum and instruction. Sources of professional development are available via WISD, the M.A.C.U.L. conference, M.A.N. S. conference and grants that we have received.

### STUDENT ACHIEVEMENT

*Description of how technologies will be integrated into curricula and instruction:*

All classrooms are now directly connected to our LAN and additional wireless access through Wi-Fi. This school-wide network makes it possible to start a project in the computer lab, to save it to our file-sharing server, and to continue the project in the classroom. All the computers and devices in the school also have access to the Internet. This allows teachers and students access to Accelerated Reader, Star Reader and MeL Online resources, school owned digital databases (provided by Gale-Cengage), as well as an unlimited number of online resources to facilitate technology integration into our current

curriculum. Multimedia projectors have been installed and upgraded into every classroom K-8 allowing teachers to project and teach using the Internet and digital videos (both DVD and streaming videos from Discovery Education) to enhance instruction and enrich curriculum.

We currently maintain one computer lab with Microsoft Operating Systems providing a 1:1 ratio, student to computer. Students grades k-6 go to technology class once a week. Replacement of computers of each lab is on a four-year rotation to ensure our students and teachers have access to current technology and software. We have supplied our teachers with laptops to provide them more flexibility to move from classroom to classroom.

Our Middle School teachers are creating online instructional resources that our students can access. The goal is to reduce the amount of lecture type instruction and to increase collaborative instructional time. The middle school program has a 1:1 laptop program. Students provide their own computer device and teachers develop curriculum that utilizes these tools. (See timeline for Integration in [Appendix](#))

## TECHNOLOGY DELIVERY

*Strategies for the delivery of specialized or rigorous courses and curricula through the use of technology:*

Video streaming, provided through a subscription from Discovery Education, gives teachers added resources to enhance their current curriculum and keep students engaged in learning. Accelerated Reader and Star Reader are used in grades 2 through 5 to further enrich our language arts curriculum. Grades k through 2 use IXL. In grades 3rd through 8th, ALEKS Math, is used and aligns with our current math curriculum to provide differentiated instruction. Dragon Speak, a speech-to-text software program, assists students with additional learning needs in written expression to successfully compose written assignments.

## PARENTAL COMMUNICATION & COMMUNITY RELATIONS

*Strategies to promote parental involvement and to increase communication with parents and community:*

How the educational technology plan will be disseminated to the community:

- Technology Plan is available to our parents and the community via our website.

Identify how technology will be used effectively in communicating with parents and promoting parent involvement:

- Our school website provides parents, students and the community with access to the school's monthly calendar, upcoming events, our current curriculum, billing, and academic information.
- Parent-run organizations also routinely use our school's website to post and communicate routinely via email.
- Our school website provides all school emailing, texting and automated phone systems so we can effectively communicate important upcoming events, information from the principal, and emergency information to our parents.
- Acceptable Use Policy (AUP) - all students wishing to use the Internet and/or any technology must read, discuss with their parents, and follow the school's AUP ([Appendix](#)).
- All teachers, school staff and various school community members desiring to use any technology must read and follow the school's AUP ([Appendix](#)).
- Technology is used to print and/or post progress reports for all students. Formal grades are recorded electronically and printed four times a year. Parents are informed both by computer-generated reports and email about their children's academic progress.

How are parents and community members involved with planning and implementation of technology?

- Input from group leaders - (Parent/Teacher Group president, School Committee chair, etc.)
- Notes/Comments from parents at school-wide events such as Open House, Orientation, Curriculum Night
- Annual School Survey
- Principal Advisory Board

## COLLABORATIONS

*Strategies for developing the program, where applicable, with adult literacy providers:*

All the equipment and software we use at St. Francis is consistent with the standards set by the Diocese of Lansing and the Washtenaw Intermediate School District. This allows us opportunities for collaboration on special projects or training with other private and public schools in our area.

Students and student organizations at St. Francis use computers. These include the Extended School Program, our middle school elective programs, and organizations such as the Girl Scouts and Boy Scouts.

St. Francis of Assisi Parish community has access to the school's technologies for special evening or weekend activities, ranging from Religious Education classes to the St. Francis Parish Video Ministry, as well as our annual Common Conference.

## PROFESSIONAL DEVELOPMENT

*Strategies for providing ongoing, sustained professional development for teachers, principals, administrators and school library media personnel to ensure that staff know how to use new technologies to improve education:*

### PROFESSIONAL DEVELOPMENT

Regularly scheduled staff development will be offered during the school year. Materials such as journals, books, guides, and other materials will be available to staff members in the school media center and at the WISD Information Resource Network. Teachers will have the opportunity to attend technology conferences such as M.A.N.S., Common Conference and M.A.C.U.L. Teachers will continue to attend technological conferences/courses to increase awareness of existing resources and will participate in professional staff development opportunities when they are offered.

Computers on the teachers' desks are networked into the school's LAN. Teachers have access to an on-site and on-call technical support person, who is responsible for troubleshooting and providing assistance after the technology and lessons are in place. This offers our teachers immediate help and support when they are trying to use technology in their classrooms and when they encounter difficulties.

All teachers will receive on-going training in the use of current software, databases and equipment. They will be encouraged to develop and implement lesson plans that use multimedia resources that exist in their classrooms (e.g. multimedia projectors, laptop computers, document cameras, tablets, personal response system).

### PROFESSIONAL DEVELOPMENT TIMETABLE

#### 2020-2021

- Begin and end every school year with a half-day Technology PD for staff.
- MACUL - will send two or three staff members to the Annual Conference.
- Monthly technology meetings to brainstorm PD ideas, provide PD and evaluate progress.

#### 2021-2022

- Begin and end every school year with a half-day Technology PD for staff.
- MACUL - will send two or three staff members to the Annual Conference.
- Monthly technology meetings to brainstorm PD ideas, provide PD and evaluate progress.

#### 2022-2023

- Begin and end every school year with a half-day Technology PD for staff.
- MACUL - will send two or three staff members to the Annual Conference.
- Monthly technology meetings to brainstorm PD ideas, provide PD and evaluate progress.

### SUPPORTING RESOURCES

*Strategies and supporting resources such as services, software, other electronically delivered learning materials, and print resources that will be acquired to ensure successful and effective uses of technology:*

St. Francis of Assisi utilizes a variety of resource materials to support our technology program.

- WISD instructional services
- REMC materials
- St. Francis of Assisi's school website
- Michigan Department of Education website
- Diocese of Lansing website
- Discovery Education website
- Michigan Virtual University
- Instructional software
- Manuals and printed material
- ISTE resources
- State of Michigan Technology Education resources
- NWEA
- ALEKS
- Atlas
- Gale-Cengage Databases

## INFRASTRUCTURE NEEDS/TECHNICAL SPECIFICATION AND DESIGN

*Strategies to identify the need for electronic communication services, hardware, software, and other services to improve education or library services, and strategies to determine interoperability among the components of the technologies to be acquired.*

St. Francis continues to provide current technology for our students and staff. Since the cost of maintaining our current levels of technology are increasing, a technology fee is included in each student's tuition. This will allow us to maintain and upgrade our current levels of technology. Our current status of hardware includes:

### HARDWARE

- Building-wide Microsoft network with high-speed internet access
- A dedicated DHCP server
- Rack in back room
- 29 Windows-based computers in the computer lab
- 2 Microsoft OS computers in media center for circulation & catalog
- 23 Microsoft OS computers with DVD drives on teacher's desk
- 35 staff and teacher laptops
- Computers in the classrooms:
  - 3 computers in the Music room
  - 28 iPads in Kindergarten
  - 30 laptops in 1st grade
  - 30 laptops in 2nd grade
  - 30 laptops in 3rd grade
  - 30 laptops in 4th grade
  - 30 laptops in 5th grade
  - 60 Chromebooks Middle School
  - 29 laptops in music room
- 2 Windows Server for the school's grade book, media center and administrative databases
- 300 + individual Google accounts with the domain stfrancisaa.org, for faculty, staff and student use
- Phones in every classroom
- 23 Data Projection Devices
- 3 computers in school office
- 23 Networked Laser Printers
- School-wide LAN network
- School-wide Wi-Fi network
- 17 Document Cameras
- 17 SmartBoards
- 3 Copiers

## SOFTWARE

Our current status of software includes:

- Windows 10 Operating System
- Follett's Destiny (Media Center Database)
- Microsoft Office Suite 2007
- Accelerated Reader Program
- Star Reading Assessment Program
- Accelerated Math
- ALEKS Math
- Razkids
- Adobe Acrobat
- Chrome
- Typing Club
- Code.org
- Google CS First
- Discovery Education
- Google gSuite Apps
- Dragon Speak– Speech to Text Software
- IXL
- Reading A-Z

## NEW TECHNOLOGY NEEDED

- Upgrade Middle School teachers' laptops on 4 year rotation
- Upgrade the staff computers on a 4-year rotation plan
- Upgrade computer lab based on 4-year rotation plan
- Continue to explore and utilize Google G Suite for Education Applications

## TECHNOLOGY TO BE ROUTINELY REVIEWED AND UPDATED

- Wi-Fi capabilities
- Expanded and Increased internet speeds

## INTEROPERABILITY

*Basic strategies for ensuring the interoperability of equipment are provided:*

St. Francis School uses all Microsoft OS computers throughout the school. We maintain the same operating system on all school computers to allow seamless communication across our school LAN. We have also improved our infrastructure to include new switches, a security system, wireless access points to facilitate easier Internet access and VPNs so teachers can access their desktop computers from home. Additionally, our student management platform allows for teachers, parents and students to be connected to real-time grades, assignments with a calendar that can display assignments, due dates and important links, as well as school events.

## INCREASE ACCESS

*Strategies to increase access to technology for all students and all teachers:*

- We have expanded our Internet access speed.
- We have several wireless access points to allow guests and speakers faster connections speeds.
- We provided teachers with remote desktop, so they may have access to their computer files outside of the building.
- Providing all Middle School and Sixth Grade students with a St. Francis email (through Google) and a log on to the student management System. Middle School students additionally have access to the network "Middle School Drive".

## FUNDING AND BUDGET

## BUDGET AND TIMETABLE

Year 2021

	Per Unit Price	Total
K-6 teacher desktops, Band, Music, Art, PE, and C.Lab - total 20	\$500	\$10,000
Grades 4-5 Laptops= 60	\$450	\$27,000
Estimated Salary for IT Staff		\$33,200

Year 2022

	Per Unit Price	Total
Grades 1-3 laptops- 30 per grade level- total 90	\$450	\$40,500
Estimated Salary for IT Staff		\$33,200

Year 2023

	Per Unit Price	Total
Computer lab desktops- total 30	\$500	\$15,000
MS Teacher Laptops-8	\$700	\$5,600
Tablet/Ipad Updates-40	\$250	\$10,000
Estimated Salary for IT Staff		\$33,200

Year 2024

Middle School Chromebooks- 30	\$450	\$13,500
Library terminal desktops- total 4	\$500	\$2,000
Estimated Salary for IT Staff		\$33,200

Year 2025

K-6 teacher desktops, Band, Music, Art, PE, and C.Lab - total 20	\$500	\$10,000
TBD		\$15,000
Estimated Salary for IT Staff		\$33,200

We will continue to actively seek out local, state, and federal funding to implement our long-range technology goals.

In addition to seeking grant money, St. Francis will seek donations of equipment and materials from local individuals and businesses.

Within our own school, we have a strong commitment to technology integration and support from our Parent Teacher Group and our Development Committee. Each of these groups has an annual budget, a portion of which may be available to cover some technology expenses that cannot be covered through other sources.

## COORDINATION OF RESOURCES

*Strategies that will be employed to coordinate state and local resources to implement activities and acquisitions prescribed in the technology plan:*

- St. Francis works with our ISD to stay current with funding and technology opportunities.
- The school's technology committee serves to review and make recommendations for possible funding options.

## MONITORING AND EVALUATION

## EVALUATION

*Strategies that the district will use to evaluate the extent to which activities are effective in integrating technology into curricula and instruction, increasing the ability of teachers to teach, and enabling students to reach challenging state and national academic standards:*

The creation of a planned Technology Professional Development and an annual staff survey allows St. Francis to continually evaluate the integration of technology into the curriculum.

## ACCEPTABLE USE POLICY

St. Francis School is in compliance with the Children's Internet Protection Act (CIPA) by having a formal Internet Safety Policy in place and by filtering all school Internet sites through our local server. Our teaching staff continually monitors the online activities of their students and when necessary, addresses what constitutes appropriate internet searching.

**STUDENT ACCEPTABLE USE POLICY St. Francis of Assisi Catholic School,  
Grades K-5 Diocese of Lansing**

The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools of the Diocese. The primary purpose of St. Francis of Assisi School's (SFA) network is to support students and teachers in the process of teaching and learning in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. The network provides a wide range of computing resources, including software, hardware, and Internet access, some of which are accessible on and off campus and are the property of SFA School.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this School. In order to maintain the integrity and security of the school's infrastructure, it is crucial that students adhere to certain policies in the use of the network.

In exchange for the privilege of using the SFA network, members of the SFA community agree to accept the responsibilities outlined in this document and are expected to behave in accordance with the policies and procedures outlined in the St. Francis of Assisi School Handbook. Any violation of the following rules will be resolved using the school's regular disciplinary procedures. When applicable, law enforcement agencies may be involved.

**School Responsibilities**

1. Provide supervision and monitoring of students' computer use to assure student compliance of the acceptable use policy.
2. Provide faculty and staff guidance to aid students in research and using the Internet safely.
3. Provide Internet access to students.
4. Provide data storage areas through the SFA network server. SFA School reserves the right to review, monitor and restrict information stored on or transmitted via SFA School owned equipment and to investigate inappropriate use of resources. Absolute privacy and security of files and electronic communication should not be assumed.

**Student Responsibilities**

1. Respect and protect their privacy and the privacy of others.
  - a. I will not view or use other people's folders, files or work without their permission.
  - b. I will not record any personal information, such as my name, address, etc., about myself or anyone else on an Internet site.
  - c. I will not view, use, or copy passwords, data, or networks for which I do not have permission to use.

2. Respect and protect the integrity, availability, and security of all electronic resources.

a. I will respect and show proper handling of all equipment, hardware and software.

b. I will not attempt to by-pass securities in place on computers, or change computer settings.

c. I will not install software or alter hardware or software configurations.

3. Respect and protect the intellectual property of others.

a. I will not violate copyright laws. If I am unsure as to whether or not a copyright law is being violated, I will ask a teacher or staff member.

b. I will not represent other people's work as my own (plagiarism) or other forms of cheating.

4. Respect and practice the moral principles of the parish and school community.

a. I will not use a computer or hand-held device to harm other people or their work.

b. I will not view, send or display offensive messages or pictures, or harass others in any way.

c. I will not view Internet sites that are not directly related to my classroom curriculum or approved by my teacher.

d. I will not participate in chat rooms, instant messaging or access personal email (unless the email is for the transfer of school work) from any school computer.

e. I will tell an adult immediately if I see violations of these rules.

f. I understand that all electronic files are subject to review by the administration.

***SFA School will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's computer resources.***

Please keep this policy for your records, and sign and return the agreement form on the following page. Students will not be granted access to the SFA network until this form has been signed and returned.

Administration holds full rights for the consequences of all violations.

## STUDENT ACCEPTABLE USE POLICY – MIDDLE SCHOOL

### Middle School Student Laptop Contract & Acceptable Use Policy St. Francis of Assisi Catholic School

Student laptop computer use is covered by the STUDENT ACCEPTABLE USE POLICY which each student and parent sign. In addition:

The student must:

- Bring the laptop computer to school every day.
- Charge the laptop computer at home so that it is ready to be used at the beginning of the school day.
- Have the laptop computer charged and ready to use for each class.
- Use the laptop computer in class only as the teacher directs.
- Use the laptop computer in school for school assignments only.

The student must **NOT**:

- Password-protect the laptop computer. Teachers need access to school work.
- Use anyone else's laptop computer without permission.
- Engage in illegal activities which include but are not limited to sexually oriented material, obscenity, threats, harassment, fraud, theft, vandalism, copyright violations (including improper copying of licensed software), and unauthorized access.
- Access, produce, transmit and/or retransmit material advocating or promoting violence or hatred against individuals or groups, promoting destruction of property or containing sexually explicit material.
- Use chat rooms or social networking sites (including, but not limited to, Facebook, Instagram, Twitter, Tumblr) in school.
- Misrepresent oneself as another person in electronic communications.
- Attempt to breach system security or disrupt the normal operation of the St. Francis network.
- Distribute anyone's personal information (date of birth, address, phone numbers, etc).

St. Francis of Assisi School will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's computer resources.

The administration and teachers reserve the right to deny a student the use of a tablet at school, both temporarily and permanently, if there is a violation of this contract.

The tablets will be treated in a way similar to school lockers in that St. Francis of Assisi School reserves the right to review, monitor, and restrict information stored on or transmitted via SFA wireless network and to investigate inappropriate use of the tablet at school (see list above).

Absolute privacy and security of files and electronic communication should not be assumed.

Please keep this policy for your records, and sign and return the agreement form below. Students will not be allowed to use tablets in school until this form has been signed and returned.

## **STUDENT ACCEPTABLE USE POLICY St. Francis of Assisi Catholic School Grades 6-8 Diocese of Lansing**

The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools of the Diocese. The primary purpose of St. Francis of Assisi School's (SFA) network is to support students and teachers in the process of teaching and learning in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. The network provides a wide range of computing resources, including software, hardware, email and Internet access, some of which are accessible on and off campus and are the property of the SFA School.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this School. In order to maintain the integrity and security of the school's infrastructure, it is crucial that students adhere to certain policies in the use of the network.

In exchange for the privilege of using the SFA network, members of the SFA community agree to accept the responsibilities outlined in this document and are expected to behave in accordance with the policies and procedures outlined in the St. Francis of Assisi School Handbook. Any violation of the following rules will be resolved using the School's regular disciplinary procedures. When applicable, law enforcement agencies may be involved.

### **School Responsibilities and Ownership**

1. Provide Internet access to its students.
  
2. Provide email access to students in 6th, 7th, and 8th grade.
  
3. Provide data storage areas through Google Drive for students in 6th, 7th, and 8th grade.
  
4. Email and Google Drive will be treated similar to school lockers. SFA School reserves the right to review, monitor, and restrict information stored on or transmitted via SFA School owned equipment and to investigate inappropriate use of resources. Absolute privacy and security of files and electronic communication should not be assumed.
  
5. Provide faculty and staff guidance to aid students in doing research and help assure student compliance of the acceptable use policy.
  
6. Email and Google Drive are full property of St. Francis School. Any violation is subject to administrative review and consequences.

### **Student Responsibilities**

Students must:

1. Make backup copies of important files onto removable storage.
  
2. Choose a password for their account that will be private and kept private.
  
3. Not share their password with other people. ***Students will be held responsible for all activity that occurs under their account names.***

4. Use SFA email for school related communication only. All users should keep in mind that s/he is a representative of the school and all email correspondence that occurs while logged into a SFA email account automatically contains the School's domain name. Therefore it is imperative that **users** be courteous, respectful, and discreet in the use of language.

5. Email and Google Drive are full property of St. Francis School. Any violation is subject to administrative review and consequences.

6. Report violations of this policy to a school employee.

**Students must not:**

1. Engage in illegal activities which include but are not limited to sexually oriented material, obscenity, threats, harassment, fraud, theft, vandalism, copyright violations (including improper copying of licensed software), and unauthorized access.

2. Access, produce, transmit and/or retransmit material advocating or promoting violence or hatred against individuals or groups, promoting destruction of property or containing sexually explicit material.

3. Participate in chat rooms, instant messaging or access personal email.

4. Use file sharing programs to process, copy, and/or download files (i.e. music, video, etc.) that are copyrighted or are proprietary information.

5. Attempt to access another person's account (including e-mail) or private files.

6. Misrepresent oneself as another person in electronic communications.

7. Attempt to breach system security or disrupt the normal operation of the network.

8. Install software or alter hardware or software configurations.

9. Engage in plagiarism or other forms of cheating.

10. Play computer games or access websites that are non-school related (including social networking sites).

11. Send unsolicited mass email messages or spam.

12. Distribute personal information (date of birth, address, phone numbers, etc).

***SFA School will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's computer resources.***

Please keep this policy for your records, and sign and return the agreement form on the following page. Students will not be granted access to the SFA network until this form has been signed and returned. Administration holds full rights for the consequences of all violations.