

TECHNOLOGY ACCEPTABLE USE POLICY

St. Pius Elementary School offers student access to the school network and the Internet for educational purposes. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner.

St. Pius Elementary School uses an Internet filter, but no filtering product can block all inappropriate sites. We assume no liability in the event that the filter is not 100% effective.

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy.

Students must adhere to the Technology Acceptable Use Policy for continued access to the school's technology resources. Faculty, staff and parents are also asked to adhere to the applicable technology acceptable use policies pertaining to email guidelines and social media networking.

Email Guidelines

St. Pius requests that all parents, students, and employees follow these email guidelines to reduce the amount of spam, phishing, and malicious email the school receives.

- Protect your email address. Use discretion when posting your address or sending it to others.
- Always read the privacy policy when submitting your address.
- Never forward chain email. This increases the overall email volume, perpetuates hoax emails, and allows suspicious parties to see your email address. Many of the chain messages are created by spammers as a technique to harvest email addresses.
- Use Blind Carbon-Copy when sending email to more than one recipient that keeps the recipient from viewing all the email addresses in your address book. This is common courtesy to others who have entrusted you with their email addresses.
- Refrain from using "Reply to All" when responding to an individual's email message.
- **Never:**
 - Include a St. Pius email address when emailing to a group
 - Post a St. Pius email address for others to see
 - Forward junk or chain mail to a St. Pius email address
 - Buy, sell, advertise or otherwise conduct non-school related business using St. Pius Elementary School email addresses
 - Click on a link in an email in which only a link was sent

The Federal Trade Commission is the nation's consumer protection agency. Their website, <http://www.ftc.gov/bcp/conline/pubs/online/inbox.shtm>, advises consumers to use caution when sending or responding to email. You can read the [Facts for Consumers: You've Got Spam](#) at this website.

Social Networking for SPES Parents and Children

St. Pius Elementary School is aware that when used properly, social networking tools such as FaceBook and Instagram can serve as effective communications tools. St. Pius Elementary School – Lafayette, La. is the official FaceBook page of the school. This page is used to post reminders, publicize student accomplishments and/or share exciting news about which we want our parents to know. We know that many of our parents also utilize these sites for personal social networking; however, ***no student or parent shall create or maintain a public electronic presence that in any way links to or publicizes St. Pius Elementary School without express permission of the St. Pius Advancement Director. This includes but is not limited to pages/sites that share homeroom, athletic team, grade level and/or school information.***

"Closed" grade level and/or classroom sites cause challenges for the school community each year because of speculative posts and sharing of inaccurate information. We ask that parents refer to school communication (i.e. "This Week at SPES," RenWeb Resource Documents, SPES website – www.stpiuselementary.org and other school emails) and/or direct their questions to appropriate school parties and, when in doubt about to whom they should address questions, email the SPES Advancement Director. We are always happy to provide accurate information and clarification whenever questions arise.

We ask that you remember, as we do, that some social networking sites allow users little control over the content that "friends" post since this is an area of "public domain." If you choose to let your child participate, in any way, on social networking sites, please educate yourself on the dangers involved in social networking and remain mindful that on-line content is not private and there could be immediate and/or long-term ramifications.

With our students' and SPES families' safety uppermost in our minds, the following guidelines regarding an online presence have been established:

- St. Pius families/students may not use St. Pius logos or photographs on any personal social media or web page/site. ● St. Pius families/students may not link their personal social media pages/sites to any St. Pius FaceBook, Instagram or school site.
- St. Pius families/students may not post photographs or content containing any form of St. Pius identification, faculty/staff members or students other than their own.
- St. Pius families/students may not post content, including blogs or on-line journals, linking them in any way to St. Pius.
- St. Pius families/student may not post any correspondence from the school on personal social media pages, grade level group sites, and/or websites.
- St. Pius families/students may not post content, or engage in any topics, that are not in keeping with the mission of St. Pius Elementary School.

Administration reserves the right to request that St. Pius families/students remove any posted material deemed unsafe, inappropriate and/or not in keeping with the previously stated guidelines.

Cyberbullying

Cyberbullying is being cruel to others through electronic means by sending or posting harmful material using the Internet. This can be done through e-mail, instant messaging, chat rooms, or online sites such as Instagram SnapChat or Facebook. In the state of Louisiana this is considered criminal behavior. Any form of harassment is in direct violation to the mission of our school. **St. Pius Elementary School will not tolerate harassment in any form.** Harassment will be handled as outlined in the school discipline policy.

Parents or students who feel that they have been the victims of cyberbullying should print a copy of the offensive material and report the incident to the St. Pius Dean of Students. All reports will be investigated. Consequences may include, but are not limited to, the loss of computer privileges, detention, suspension, dismissal from school and/or police involvement.

Student Responsibility for Technology

THE STUDENT MUST:

- Notify an adult immediately if he/she accidentally happens upon material that violates any of the school rules listed below.
- Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized. ▪ Not share passwords nor use another user's passwords.
 - Not distribute private or personal information about others or themselves.
 - Respect and protect the integrity, availability, and security of all electronic resources. Observe all network security practices, as posted. Report security risks or violations to a teacher, or network administrator, as soon as they are noticed. Do not destroy or damage data, networks, or other resources. Conserve, protect, and share network, hard drive, and printing resources with other network users.
- Respect and protect the intellectual property of others.
 - Not infringe upon copyrights (no making illegal copies of text, pictures, music, games, or movies). Not plagiarize. Copying another's work, without giving credit to the source, will be considered cheating and subject to the cheating policy in the student handbook.
 - Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or inappropriate sites or materials to a teacher as soon as observed
 - Do not intentionally access, transmit, copy, or create material that violates the school's mission (such as messages that are inappropriate, threatening, rude, discriminatory or meant to harass).
 - Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use electronic resources to violate the school's mission or further acts that are criminal
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise or otherwise conduct business.
 - Intentionally changing a shared document for non-educational purposes is prohibited. Collaboration on shared documents is for educational use only.

- Using school email for non-educational purposes is prohibited. The use of school-assigned student email is for educational use only.

Cell Phones and/or Any Form of Unapproved Electronics: Students in sixth through eighth grade needing to bring their cell phones to school for after school activities must comply with the following guidelines and procedures:

- Complete the Cell Phone Agreement contract found in Parent Resources on Ren Web.
- Students should turn the form into the office or Dean of Students.
- Students **MUST** check their phone in to the front office upon entering the building in the morning.
- Students may pick up their cell phones in the library as they exit the building during dismissal.

If a student is found with an unauthorized cell phone, the phone will be confiscated by the teacher or Dean of Students and returned at the end of the day and the student will be given a conduct mark.

Consequences for Violation of Technology Acceptable Use Policy: Violations of these rules may result in disciplinary action, including the loss of computer/Internet access, suspension, and/or dismissal, depending on the nature of the infraction. In instances of criminal issues police may be involved.

Administrators reserve the right to examine, use and disclose any data found online, or on location, in order to further the health, safety, discipline or security of any student or other person and/or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement officials.

1. The student will be separated from class until interviewed by administration.
2. Consultation with the proper civil authority will determine if the threat is frivolous. If the threat is deemed serious then civil authorities will be notified.
3. If a threat is deemed frivolous by the civil authority and administration, the student will rejoin his/her class. Student may face disciplinary actions.
4. If a threat or danger comes from a non-student appropriate action will be determined by civil authorities.



2018-2019 ST. PIUS ELEMENTARY SCHOOL UNIFORM DRESS POLICY

School uniforms are representative of St. Pius Elementary School, its mission and all which the school teaches. Students should take pride in their personal appearance at all times and wear the uniform as proud representatives of St. Pius Elementary School. Students must be in compliance with uniform guidelines, and the spirit of the guidelines, while on campus and while riding the school bus. Students attending any school function where uniforms are not required should remain cognizant of the mission of the school as well as the modesty to which all Christians are called.

STUDENT ID TAGS

Students are required to wear their Student ID tags at all times during the school day. The ID Tag should be clipped to the collar of PreK through third grade students' shirts or blouses. Fourth through eighth graders are allowed to wear St. Pius lanyards. **A replacement fee of \$5.00 will be assessed for Student ID replacement.** No drawing or decorating of ID's or ID pouches is allowed.