

Muskegon Catholic Central Acceptable Use, Social Media & Communication Policies

(Adapted with permission from the Diocese of Grand Rapids July 2016 – Updated 2017)

ELECTRONIC INFORMATION ACCESS AND ACCEPTABLE USE OF SCHOOL SYSTEMS

Purpose

Muskegon Catholic Central encourages and strongly promotes the use of electronic information technologies in our ministries. As a Catholic organization we have been charged to embrace technology as a way to connect with an online community bringing the message of Jesus Christ and reflecting His character to the world.

Muskegon Catholic Central (the “School”) encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self--directed, lifelong learners.

The School has developed this Electronic Information Access and Acceptable Use of School Systems policy (this “Policy”) to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

(a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of portable electronic devices.

(b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees, volunteers and/or third parties with which the School does business.

(c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. The School Electronic Information includes voicemail messages on the School Equipment.

(d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.

(e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.

(f) “School Systems” means the School Equipment and the School Networks.

(g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part--time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.

(h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User--owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy.

Scope

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, and volunteers, this Policy supplements, but does not replace, the School's handbook and/or policies. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook and/or policies. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School's handbook and/or policies. The terms of this Policy will govern any conflict or inconsistencies with the terms of such handbook and/or policies. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

Policy

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is

confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an "as is, as available" basis.

School Equipment

School Equipment is made available for student and staff use. Staff may take School Equipment home in order to fulfill job duties.

Depending on grade level, students may be allowed to bring School Equipment home for the purpose of completing schoolwork. The following rules apply to School Equipment used by students:

- 1. Students will not be issued School Equipment until the annual Tech Fee, plus the replacement cost for any School Equipment that was not returned previously, has been paid.**
- 2. The School retains ownership of all School Equipment issued. Any fee paid for technology is intended to cover insurance and other costs incurred by the School to maintain the School Equipment and should not be considered a purchase or imply a transfer of ownership.**
- 3. Students should never leave School Equipment unattended, for example in an unlocked locker.**
- 4. Students are responsible for returning the same School Equipment that was issued to them at the end of the school year or upon withdrawal from the School. If the original School Equipment is not returned, the parent/guardian will be held financially responsible for those items. (If a student is withdrawing, the School will press criminal charges if School Equipment is not returned within 14 days of withdrawal.)**
- 5. Serial numbers and school issued identification labels are not to be removed or vandalized. If a school issued identification label is missing from any piece of School Equipment or illegible, students are to bring the item to the Technology Office immediately for a replacement label.**
- 6. School Equipment should be carried in the school issued case.**
- 7. If School Equipment is damaged, students are required to provide a description of the accident that caused the damage in order for the School to file an insurance claim.**
- 8. While there is no deductible for individual claims, excessive claims increase the renewal cost for all School Equipment. Therefore students will still not be charged for the first claim, however, a \$25 fee will be charged for each additional claim filed within a school year.**
- 9. A limited number of loaner units are available. Unless other arrangements are made with the Technology Office (for example, when issued School Equipment is out for repair), loaners are to be returned by the end of the school day. At that time, loaners that are due will be disabled. If any borrowed School Equipment is not returned within 14 days, parents will be notified and replacement costs will be assessed so replacements can be acquired and made available for students who need them.**

Internet Safety Provisions

The School and/or its designee will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. School administration may close an account at any time for infractions

or temporarily remove a User account and/or a User's access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User's access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software will operate on all School Equipment which have Internet access while at school or outside of the School's Networks and on all User Equipment within the School wide area network (WAN) or local area network (LAN).

Subject to school administration approval and staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

The school will implement education about online safety and appropriate online behavior. This education includes, but is not limited to, interacting with other individuals on social networking websites and chat rooms and cyberbullying awareness and response.

Muskegon Catholic Central Network Users

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted School Network access upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted School Network access upon agreement to the terms stated in this Policy.
3. Others. Anyone may request use of the School Network. These requests will be granted on a case--by--case basis, depending on need and resource availability.

PRIVILEGES AND RESPONSIBILITIES OF USERS

Privileges

Subject to the terms of this Policy, Users have the privilege to:

1. use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.
2. access information from outside resources which facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.
3. access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange and/or assist with performance of job responsibilities.

Responsibilities

Users are responsible for:

1. using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
2. attending appropriate training sessions in the use and care of School Systems.

3. seeking instruction for the use of any available technology with which they are not familiar.
4. adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
5. refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
6. maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes. Students may use e-mail, chat, instant messaging, and other forms of two--way electronic communications only for educational purposes and only under the direct supervision of an adult.
7. having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.
8. material received, created or distributed using School Systems.
9. maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in noncompliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
10. preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
11. awareness of and adherence to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
12. using caution (Buyer Beware) when considering the purchase of goods or services over the Internet. The School is not liable for any financial obligations made nor any personal information provided while using School Systems.
13. financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
14. any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so at their own risk.
15. abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

1. using the technology for a "for--profit" business, for product advertisement or political lobbying.
2. the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others or to infiltrate computer systems or files without proper permission and authorization (hacking).
3. accessing, using, disclosing or disseminating personal identification information about minors.
4. using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which might be considered as pornographic, obscene, profane, vulgar, harassing, threatening, defamatory, bullying or are prohibited by law.
5. participating in hate mail, harassment, discriminatory remarks and other antisocial/bullying behaviors on the network.
6. vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

SOCIAL MEDIA POLICY

All communication with minors (in person, via social media, websites, text messages, etc.) must adhere to:

- [The USCCB Charter for Protection of Children and Young People](#)
- [The FTC's Children's Online Privacy and Protection Act \(COPPA\)](#)
- [The Diocese of Grand Rapid's Office of Child and Youth Protection policies](#)

With the continuing evolution of new media and next generation communications tools, the way in which our parishes, schools and families can communicate internally and externally continues to develop at a rapid pace. While this creates new opportunities, it also creates new responsibilities.

Electronic communication by personnel of our school with your child is not taken lightly. You can have every expectation that our school employees and volunteers consistently adhere to Catholic values and transparency with respect to such communications.

Many Web 2.0 tools commonly used for instruction have social media components to them which allow for sharing, collaboration and commenting. Some of these sites can be set up for a particular classroom or group, thus limiting comments to recognized participants. Others are more public in nature, allowing interaction from a wider audience. The following guidelines have been established to provide a framework for successful and beneficial use of opportunities afforded by such tools.

Schools receiving federal funding for computer technology through E-Rate must comply with the Children's Internet Protection Act (CIPA), 47 U.S.C. § 254(h)(5), which requires monitoring internet use by minors; filters to restrict access to obscenity, child pornography, or other material harmful to minors; and educating minors about appropriate online behavior, social networking safety, and cyberbullying.

In light of Muskegon Catholic Central's mission to create a Catholic culture for instruction and faith formation and out of respect for the primary role that parents have as the first educators of their children, the following guidelines have been established to provide a framework for successful and beneficial use of opportunities afforded by such tools.

General Standards for Staff and Volunteers:

It is the responsibility of the organization and staff members to know and adhere to the standards reflected in the Social Media Policy established by Muskegon Catholic Central.

When communicating with minors:

1. Use of communication tools between adults and minors should be confined to content that is ministerial / educational in nature and directly relates to the work around the subject matter at hand.
2. Use of communication tools between adults and minors such as instant messaging, chat, email, or text messaging for topics that are personal or that do not relate to ministerial / educational work are prohibited.
3. Do not accept friend or follow requests from minors on your personal accounts.
4. While it is understood that faculty/ staff may use communication tools outside of conventional work hours to fulfill professional obligations such as responding to email, facilitating forum discussion or blog commentary, each staff member will define the norms for electronic communication in his or her setting.
5. It is the responsibility of the staff member to set the proper security guidelines and monitor social media tools as used for educational / ministerial purposes, as well as instruct minors in appropriate use.

General Standards for Minors:

It is the responsibility of the user to utilize tools in a responsible manner that adheres to Acceptable Use Policy and the Code of Conduct established by Muskegon Catholic Central.

1. You are a representative of your family, your Church and your school. Bring pride to each of these important aspects of your life.
2. Following, linking, or "friending" official professional social media accounts of the school is acceptable and encouraged.
3. Following, linking, or "friending" personal accounts of adults is not acceptable.
4. Respect all people, whether you know them or not. Keep all chat positive.
5. Be careful about "kidding" and "joking". Not everyone will see it as kidding and/or joking.
6. Ask permission before posting photos and video of others; remove photos and videos of others if requested.
7. While it is understood that users may use communication tools outside of conventional hours to participate in programs; i.e. email, research, etc. users should exercise a balanced approach to online interaction.

General Standards for Parents / Guardians

It is the responsibility of parents / guardians to be aware of social media use by their children and to communicate with the school if they have concerns. For additional resources, visit our Web portal at muskegoncatholic.org

1. Establish clear guidelines for use in the home, i.e.; hours of disconnect or charging a device in a common area (not stored in the bedroom overnight)
2. Participate with your children in their online activities;
 - 2.1. know and follow your children on Instagram, Twitter and other social accounts
 - 2.2. read and comment on program blogs
 - 2.3. play a game across the room
3. Following, linking, or "friending" official professional social media accounts of the school is acceptable and encouraged.
4. Model and support responsible use as outlined here and in the Acceptable Use Policy.

COMMUNICATION AND MEDIA AUTHORIZATIONS POLICY

"In accordance with CIPA, MCC students are to observe the following policies with regard to communication and media:"

Communication by internet or phone

By signing the signature page you are agreeing to allow MCC staff and extracurricular leaders to communicate with your student via the internet and phone. This includes, but is not limited to, social media and texting.

General Media

Throughout the year there may be school programs, events, or meetings that are open to the public and where large group photographs, audio, or video will be taken by the media or school system staff or their appointees. In these cases, students would not be identified by name. Your consent to these types of group photographs and videos is assumed, unless you notify the Muskegon Catholic Central Business Office in writing that you do not want your child included in such photographs and videos.

Specific Media

Muskegon Catholic Central students may be photographed, audio-taped, or video-taped, or interviewed by the media, or school system staff or their appointees in a manner that would individually identify a specific student. The school system may display student pictures and projects in a variety of ways that reasonably portray and promote the programs at Muskegon Catholic Central, including, but not limited to pictures of field trips, service projects, and other activities appearing in yearbooks, newsletters, ads, brochures, and other school system publications. Student likeness and work may also appear on the school system website, making it available to

anyone with Internet access. If a student's name is published, it will appear on pages with a clear school-related purpose (student-of-the-month, contest winner, etc.) and will be included to further instructional, co-curricular, or extracurricular activities. (Your consent to the above is granted by your signature on the signature page unless you notify the Muskegon Catholic Central Business Office in writing that you do not want your child included.)

DECLARATION

All users are required to sign an acknowledgement that they agree to this policy. *All minors are considered users and will require the signature of a parent or guardian in the space provided at the bottom of the page. Due to the nature and complexity of the policy, minors in grades K--6 will not be required to sign the form; however, minors in grades 7--12 must read and sign the form in addition to their parent(s) or guardian(s).*

ACKNOWLEDGMENT OF ACCEPTABLE USE, SOCIAL MEDIA & COMMUNICATION POLICY OF MCC

*****To be returned to school along with the applicable fee on Orientation Day August 15, 2018*****

REQUIRED FEE: First Student: \$40.00 / Additional Students: \$25.00 each student.

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

User's Signature: _____

Print User's Name: _____ Date: _____

Parent or Guardian (only needed for users under the age of 18)

As the parent or guardian of this minor, I have read this Policy and understand that this access is designed for legitimate educational purposes. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems or any consequences of such acquisition of materials. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

As the lawfully authorized parent or guardian of the minor identified above, I hereby give permission to issue a membership account to this individual.

Parent/Guardian Signature: _____

Print Parent/Guardian Name: _____ Date: _____