

## **ST. THERESA PRE-K PROGRAM ACCEPTABLE USE POLICY**

The CIPA (Children's Internet Protection Act) a federal law requires that all educational programs for children under the age of 18 be protected from Internet Content that is not age appropriate in the educational setting. In addition this law requires that all educational programs create a policy that governs the use of all technology used by the school as part of the instructional program. This policy must be reviewed and signed by the parent or legal guardian of any child participating in the educational program.

While Acceptable Use Policies can often be extensive and include a significant amount of legal terminology we have adapted our policy to make it as understandable as possible to school staff and parents. The policy below must be read and signed off on by all staff and parents before any staff member, volunteer, parent, or child uses any technology or technology based service in the educational program or on the property of that program.

1. All technology equipment used by staff , volunteers, parents, and participating students in the school during any educational program activity is the property of the school and shall be used in a responsible way so as not to violate any provisions of the CIPA Act. Parents or volunteers bringing their own technology into or onto the school property are subject to the CIPA restrictions and may not utilize any content intended only for Adults while on school property. The Pre-K program will enforce CIPA required content filtering as a regular part of their network services within the school and in any area on school property to which those network services reach.
2. All staff, students, volunteers, using school owned technology must do so in a way that protects the device from damage or misuse. Misuse means attempting to use the technology for something other than educational purposes or the deliberate attempt to illegally copy, delete, or destroy any digital content on the device. Protecting the device means to follow all procedures to ensure that the device is not damaged. Any damage to a device whether accidental or deliberate will be charged to the person responsible and any costs incurred for the repair or replacement of that device will be the responsibility of that person.
3. All network services in the school building are intended solely for operational administrative services and/or educational services and are not intended for personal use with the exception of a school declared emergency.
4. All staff and volunteers will comply with the COPPA (Children's Online Privacy Protection Act) provisions. This act requires educators to notify parents and get parent permission before using an online application that requires individual personal information registration data on a child for them to be able to access the application and/or that collects the child's site usage data following registration. This includes applications where the teacher can create a classroom and add

students without individual student registration. Parents shall be notified of the nature of the application and its educational goals and shall provide written approval for the use of that application with the students. All sites that are publically known to collect student application use data without the parents authorization if under 13 years of age are not permitted to be used in this educational environment. Parents should be aware of this as well and carefully monitor this in their home environment.

5. Any changes to this policy must be approved by the Pre-K program administration. All staff, volunteers, and parents must be notified in writing or by email of any changes within 10 days of the changes being added or made to this document.

A separate sign off document will be provided either electronically or by email or in writing for all staff, volunteers, and parents to sign. Please see that all sign off documents are returned within five business days of receiving this document. Any parent not signing on behalf of their child, their child will be restricted from using technology within the program setting.