



Catholic East Elementary Internet Responsible Use Agreement (IRUA)

This document applies to all scholars (K4-8)

Our scholars use technology to Create, Communicate, Collaborate and think Critically (4 Cs). Technology is essential to facilitate the scholar-centered, real-world learning environments that are evident at Catholic East. While we want our children to be active contributors in our connected world, we also want them to be safe, legal and responsible. This Internet Responsible Use Agreement (IRUA) supports our vision of technology use and upholds in our scholars a strong sense of digital citizenship.

The Role of Technology:

First, we believe that our teachers have the greatest impact on scholar learning in the classroom, not the technology. Additionally, the innovative learning practices at Catholic East are designed to prepare our children for their future, not our past.

Further, we promote at Catholic East digital learning in a cloud-based context. We use technology to support communication and collaboration and to create and publish. We use technology to extend research and information literacy. We develop in our scholars a sound understanding of technology operations and concepts. We believe technology can greatly aid in transforming teaching and learning and we provide a platform for scholars to use technology to do what they could not otherwise do. We create a safe online environment for everyone through the use of filtering software and adult supervision.

Responsible Use Agreement:

Catholic East provides opportunities for scholars to use a variety of technologies to enhance their learning. To ensure the privacy and safety of our scholars, and to protect data and our resources, we ask parents and scholars to become familiar with the policies that have been established for use at our school. The following is an Internet Responsible Use Agreement that covers six conditions or facets of being an informed Digital Citizen and Digital Leader. Please read and sign the agreement so that you can enjoy this privilege.

Primarily, our Responsible Use Agreement is centered around the following four tenets:

- **Be empowered.** *Do awesome things. Share with us your ideas and what you can do. Amaze us.*
- **Be nice.** *Help foster a school community that is respectful and kind.*
- **Be smart and be safe.** *If you are uncertain, talk with us.*
- **Be careful and gentle.** *Our resources are limited. Help us take care of our devices and network.*

Then, our platform advises users that when using the Internet at Catholic East or elsewhere via school authorized online learning platforms, scholars are expected to:

1. Respect Yourself. I will show respect for myself through my actions. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, technology or relationships I post. I will not be obscene.

- Use only assigned accounts and identities
- Postings of text, image, video or other will be appropriate for school content and not harmful to myself or others

2. Protect Yourself. I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources. I will use my access for education use and not for any unlawful, immoral or unethical, playful, or profit-making activities. I will not visit sites that are degrading, pornographic, racist or inappropriate.

- Keep personal information such as: name, grade level, school name, phone number, etc offline
- Report any questionable communication or information to a teacher, administrator or trusted adult
- Activities online will be for educational purposes

3. Respect Others. I will show respect for others. I will not use electronic mediums to flame, insult, bully, harass or stalk other people. I will show respect for other people by not using/altering their passwords/accounts. I will not abuse my access rights and I will not enter other people's private spaces or areas. I will only use computers or networks that I've been given permission to access. I am responsible for the appropriateness of the material I send/post.

- Ask for permission to photograph or videotape other individuals and verify requests to subsequently post these images or videos to the internet.
- Observe all network security practices
- Do not participate in any hurtful conversations online
- Students will not use the Internet, in connection with the teacher assignments, to harass, discriminate, bully or threaten the safety of others.

4. Protect Others. I will protect others by reporting abuse, not forwarding inappropriate materials, images, or communication.

- Report misuse of equipment and inappropriate actions to a teacher or administrator
- Refrain from forwarding or promoting material, images, or communication that will harm other individuals
- Refrain from inflammatory conversations or postings

5. Respect Intellectual/Physical property. I will not plagiarize the work of others, suitably citing any and all use of websites, books, media, etc. I will validate information. I will use and abide by the Digital Citizenship citation rules and will request permission to use the materials of others. I will use free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing. I will act with integrity. I will use the school's computers, software, and other technology equipment with care and encourage others to do the same.

- Suitably cite any and all uses of websites, books, media, blogs, etc.
- Follow all copyright laws. Request to use the software and media produced by others
- Use electronic communication devices appropriately to assure academic integrity

- Catholic East is not responsible for damages, lost, theft or any cost incurred to personal digital technologies or electronic communication devices
- Scholars should be honest, fair and courageous in gathering, interpreting and expressing information for the benefit of others. Always identify sources and test the accuracy of information from all sources.

6. Respect and Protect the Principles of Community. I will practice all the principles and standards established for me as a scholar at Catholic East. I will take ownership and responsibility to enhance my own learning.

- Communicate only in ways that are kind, responsible, respectful and lawful
- Treat digital technologies with care, report any damages, security risks or violations to a teacher or administrator.
- Catholic East GAFE email is not private and should only be used for school-related work and projects. Catholic East administrators have the right to access scholar information at any time.
- Scholars using Web 2.0 tools will treat these tools as a classroom space. The term Web 2.0 refers to the trend in World Wide Web technology and web design that aims to enhance creativity, information sharing, and most notably, collaboration among users. Speech that is inappropriate for class is not appropriate on Web 2.0 tools. Scholars are expected to treat others and their ideas online with respect.
- Assignments on Web 2.0 tools are like any other assignment in school. Scholars, in the course of completing the assignment, are expected to abide by policies and procedures in the student handbook, including those policies regarding plagiarism and responsible use of technology.
- To further learning, scholars at all grade levels will be encouraged to create accounts on secure, teacher approved online Web 2.0 tools, apps and other tools. Scholars will always use their Catholic East Google Apps for Education (GAFE) domain user information to create these accounts. Parents must have given permission.
- Use school authorized online platforms to further your learning



Google Apps for Education (GAFE) & Children's Online Privacy Protection Act (COPPA) Guidelines

Catholic East Elementary has the ability to create accounts for all scholars to allow for collaborative sharing using our custom implementation of Google Apps for Education (GAFE). These accounts will be used for school related projects. The rules governing proper electronic communications by scholars are included in the Technology Acceptable Use Policy that all families signed as part of their Welcome Back Packet. Once accounts are assigned, scholars gain access to the wealth of collaborative tools available through Google Apps. However, **no scholar will be assigned an account without parent or guardian approval**. This account is housed on Google servers, thereby giving your student access to Google Docs (word processor, spreadsheet, and presentation software), email (grades 5-8 only), calendar, website authoring tools, and Google Classroom. This will allow your child to collaborate with teachers and other students within the catholicceast.org domain ONLY.

All scholars (K4-8) will be assigned an official catholicceast.org GAFE account. This account will be considered the scholar's official Catholic East GAFE account until such time as the scholar is no longer enrolled at Catholic East. The naming convention for these accounts will never contain the full name of your child. Upon receipt of your permission to create a GAFE account on behalf of your child, you will receive a letter with their login information. Please note in an effort to keep things consistent, the password for their GAFE accounts will be the same as their Option C Password which is also provided in this Technology Packet. **Scholars in grades 4-8 only** will have an active gmail account within their GAFE account. Please note, scholars will only be able to send and receive email from other catholicceast.org domain accounts. These email accounts will be monitored and archived by Gaggle. Visit <https://www.gaggle.net/privacy/> to view Gaggle's privacy policy.

Children's Online Privacy Protection Act (COPPA):

COPPA applies to commercial companies and limits their ability to collect personal information from children under 13. By default, advertising is turned off for Catholic East's presence in GAFE. No personal scholar information is collected by Google for commercial purposes. This permission form allows the school to act as an agent for parents in the collection of information within the school context. The school's use of scholar information is solely for education purposes. Scholar information that is "collected" by Google is described as (projects, documents, email, files, username and password).

In addition to Google Apps for Education, Catholic East may want to utilize other non-GAFE Web 2.0 tools with their scholars. In some instances, the teacher will need to create individual scholar accounts in order to track academic progress, schedule an individualized instruction plan or allow for a scholar's work to be shared with the broader community. Web 2.0 tools are loosely defined as "a second generation of Internet-based services that emphasize online collaboration and sharing among users." Web 2.0 is helping students and teachers connect like never before! The key concept is the ability to share and collaborate. Facebook and Instagram would be common Web 2.0 tools you might be using right now!

At school, we will **not** utilize personal social media tools. We have at our disposal a host of educational Web 2.0 tools we can use with your child. Specifically, we would like to use these tools with our scholars (privacy policy links are for your information):

- **Khan Academy:** for online academic resource sharing (videos & academic challenges) that can be customized and delivered to a scholar account.
(<https://www.khanacademy.org/about/privacy-policy>)
- **TypingWeb:** for online individualized typing instruction
(<http://www.typingweb.com/support/privacypolicy>)
- **Storybird:** for online story writing and ebook creation (<https://storybird.com/privacy/>)
- **No Red Ink:** for English language grammar practice (<https://www.noredink.com/privacy>)
- **Newsela:** for quality non fiction reading (<https://newsela.com/pages/privacy-policy/>)
- **Pearson Interactive Science:** for access to Pearson Interactive Science
(<https://sso.rumba.pearsoncmg.com/sso/privacy/PrivacyStatement.html>)
- **Powtoons:** for online presentation creation (<http://www.powtoon.com/blog/privacy-policy/>)
- **Class Dojo:** for classroom behavioral management (<http://www.classdojo.com/privacy>)
- **Holt McDougal Online/Think Central (Saxon Math Online Access):** for access to Saxon Math textbooks, worksheets and video tutorials (<http://www.hmhco.com/common/privacy-policy>)
- **Gaggle Human Monitoring System:** HMS stands for Human Monitoring Service. With HMS, all blocked scholar email messages are routed to a Gaggle Cyber Security Agent, eliminating the need for teachers to review questionable items. If the item is acceptable, it is unblocked. If the block was warranted, the Gaggle representative then documents it within the Gaggle system. Based upon our policies, students will be warned on minor infractions OR emergency contacts at your district will be notified of more serious situations so the appropriate action can be taken.
(<https://www.gaggle.net/privacy/>)

Before using GAFE and these Web 2.0 tools, we wanted to make you aware of federal regulations that apply to operators of websites and require parental consent when they collect information on children under 13, as described below.

In order for students to use this program/service, certain personal information must be provided to the web site operator. Under the Children's Online Privacy Protection Act (COPPA), these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <http://www.ftc.gov/privacy/coppafaqs.shtm>.

Schools are permitted to consent to the collection of personal information on behalf of parents of students, thereby eliminating the need for individual parental consent given directly to the web site operator. Before doing so, the school is providing you with this notice and permission form.

Please take a moment to look at the tools we will be using, as well as what personal information the site collects and their privacy policy.

We will always use your scholar's school-provided GAFE account username and password for this. You will receive written notification and the option to opt-out if additional Web 2.0 tools are to be deployed during the school year.

Parent/Teacher/Scholar Partnership:

We encourage you to access and review your child's Catholic East GAFE account at any time by going to: <https://accounts.google.com/Login> and using your child's Catholic East issued username and password.

As with any educational endeavor, we feel that a strong partnership with families is essential to a successful experience. Therefore, we are asking your permission to provide a Google Apps for Education account to your child and permission to create accounts for the Web 2.0 tools listed above. The permission form will become a

part of the scholar's cumulative folder. The scholar's GAFE account will remain in effect until written notice is submitted to the school or the scholar is no longer enrolled at Catholic East.

Catholic East Elementary
Internet Responsible Use Agreement and GAFE/COPPA Permission

Please Sign and Return to the School Office by: Wednesday, September 2, 2015

As a scholar at Catholic East, I undertake to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner. I agree to follow the principles of digital citizenship outlined in the Internet Responsible Use Agreement and accept that failing to follow these tenets will have consequences. I understand classroom teachers / school administrators will deem what is inappropriate use, take appropriate action, and determine consequences. I also understand that this agreement does not only apply to scholar practices within the regular school day. Scholars at Catholic East are expected to adopt and embed these practices at all times.

Consequences may include restriction of computer/network access, suspension/expulsion, and reimbursement for damage/loss of property.

Student Name (print): _____

Student Signature: _____

Grade Level: _____

Date: _____

As the parent or guardian of this scholar, I have read the Internet Responsible Use Agreement and Google Apps for Education (GAFE) & Children's Online Privacy Protection Act (COPPA) Guidelines . I understand that technology will be used for educational purposes in keeping with the academic goals of Catholic East, and that scholar use for any other purpose is inappropriate. I recognize it is impossible for the school to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

_____ I give permission for Catholic East to create accounts for my child in the online services described in the Google Apps for Education (GAFE) & Children's Online Privacy Protection Act (COPPA) Guidelines.

Parent or Guardian's Name: (print): _____

Parent or Guardian Signature: _____

Date: _____