



RESPONSIBLE USE POLICY *TECHNOLOGY GUIDELINES 2020*

STATEMENT OF PURPOSE

Bridgeport Catholic Academy staff uses technology and internet -based learning management systems in their classrooms on a regular basis, to support and enhance student learning. Our goal in providing your students access to these resources/management systems is not only to further student academic experiences but to educate them in responsible, appropriate and safe usage. The technology we have on site improves communication and collaboration skills, extends learning beyond the classroom while building digital citizenship skills. Continued student access to such technologies requires responsible, courteous, efficient, legal usage. It is vital that students and parents recognize that any information posted privately can be made public very easily, and is permanent, and therefore, always needs to be appropriate.

BCA recognizes that personal communication through mobile technologies is part of everyday life for many learners, staff and parents/caregivers. Mobile technology needs to be used safely and appropriately within the setting. Use of school technology and personal devices will take place in accordance with our policies.

The expectations regarding safe and responsible use of social media applies to all members of the BCA community. All members are expected to engage in social media in a positive and responsible manner. The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying and behavior policies. The term social media may include (but is not limited to) blogs, wikis, social networking sites, forums, bulletin boards, online gaming, apps, video/photo sharing sites, chatrooms and instant messenger apps or services.

All learners in-person and remote must adhere to all school rules, guidelines, and policies.

STUDENT AGREEMENT:

- I agree to follow teachers'/school instructions and all school guidelines when using technology at school and at home.
- I agree to follow all filters and security measures put in place at BCA.
- I agree to use only my own files, folders, and work. I will not access another person's individual files and folders without his/her permission.
- I agree to copyright laws and understand plagiarism is never acceptable, and is punishable.
- I agree to never use BCA or my personal technology, at school, for deceptive purposes.
- I agree to never use personal technology at school without expressed permission from my teacher.
- I agree to not reveal or post personal information belonging to myself or others (passwords, phone, address, etc)
- I agree to respectfully maintain all BCA technology equipment and follow rules of safety when in the lab.
- I agree to not engage in any form of cyberbullying at any time.
- I understand that if I fail to follow the terms of this policy, it will result in loss of privileges and appropriate disciplinary actions will take place.

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