

Educational Technology Plan



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Background

Mission

Flowing from the mission of the St. Mary-St. Paul Parish, St. Mary School students will learn to know, love, and serve God. Students will live their Catholic faith through academic pursuits, spiritual development, and service to the community.

Introduction

St. Mary Catholic School is a parish-based preschool through eighth grade Catholic school within the Diocese of Grand Rapids. Our building is located in Big Rapids, Michigan within the Big Rapids Public School District. Enrollment at St. Mary Catholic School is 150 students. Our staff consists of a principal, eight full time teachers, and two classroom aides. Special classes are taught by teachers from the Big Rapids Public School Share Time Program. We provide a faith-based education to the community in the surrounding area, but do not discriminate based on ethnicity or religious beliefs.

Vision

St. Mary Catholic School understands that the use of technology is and will continue to be an integral part of our students' lives, and it is our responsibility to prepare students for their future. We are committed to providing our students with the ability to use technology productively throughout their lives by developing a comprehensive program for incorporating technology throughout all aspects of instruction.

St. Mary Catholic School aims to enable our students to utilize technology to enhance their education and lives, with an understanding of the moral and social ramifications of their technology use.

Goals

Curriculum Integration:

Integrate the use of technology into daily instruction and all curriculum areas throughout the building.

Staff Development:

Ensure teachers and staff will fully utilize technology available to drive instruction and enhance the learning environment. This includes but is not limited to, the school's website, web-based grade book software, google sites, email, interactive SMART boards, video streaming, etc. by offering training and professional development.

Communication:

Use technology to communicate with parents by developing and fully utilizing the school's private web portal for accessing student grades and classroom news as well as the school's website for school information.

System Performance:

Maintain remote desktop systems for optimal performance to ensure consistent functioning of hardware, software, and Internet access.

Curriculum

Curriculum Integration

St. Mary Catholic School offers computer classes twice a week as part of the Big Rapids Public School Shared Time Program. Teachers will utilize the following strategies and programs in their daily educational lives: video streaming, interactive whiteboards, iPad use, Internet for research projects, presentations using multimedia software, keyboarding, student-led presentations utilizing PowerPoint, video, etc., use of programs to increase literacy and word recognition in lower elementary grades, and use of programs to increase math computation skills.

The St. Mary Catholic School technology curriculum is in alignment with the standards set forth from the Diocese of Grand Rapids. The standards are aligned with MiTECH; Catholic Church. *Catechism of the Catholic Church*. 1995; Dominican Sisters of Mary, Mother of the Eucharist. *Education in Virtue*. 2013; Vicksburg Community Schools; Diocese of Superior. *Technology Curriculum Guidelines*. 2015; Foley, John F. "Pontifical Council for Social Communications: The Church and Internet." The Catholic Church, 2002; and the International Society for Technology in Education's (ISTE). The Standards and Expectations are specified for each grade level (K-2, 3-5, and 6-8) and are established to designate what students are expected to know at the end of grades two, five, and eight. The standards are broken down into the following categories for each grade level: Operations and concepts; Social, Ethical, and Human Issues; and Technology Tools. Teachers will meet these expectations by providing lessons based on these criteria.

Technology Literacy

Technology literacy is the ability to responsibly use appropriate technology to communicate, solve problems, and access, manage, integrate, evaluate, and create information to improve learning in all subject areas and to acquire lifelong knowledge and skills in the 21st century.

Kindergarten through Second Grade Technology Curriculum Standards

Students who demonstrate understanding of second grade Technology are able to –

	<p style="text-align: center;">Operations and Concepts</p> <p style="text-align: center;"><i>“Prudence is necessary in order clearly to see the implications—the potential for good and evil—in this new medium and to respond creatively to its challenges and opportunities” (The Church and Internet, 12).</i></p>
K-2.Tech.O.1	Use a variety of media and technology resources for directed/independent learning activities.
K-2.Tech.O.2	Communicate about technology using developmentally appropriate and accurate terminology.
	<p style="text-align: center;">Social, Ethical and Human Issues</p> <p style="text-align: center;"><i>“Justice is needed, especially justice in working to close the digital divide—the gap between the information-rich and the information-poor in today’s world. This requires a commitment to the international common good, no less than the ‘globalization of solidarity.’</i></p> <p style="text-align: center;"><i>Fortitude, courage, is necessary. This means standing up for truth in the face of religious and moral relativism, for altruism and generosity in the face of individualistic consumerism, for decency in the face of sensuality and sin” (The Church and Internet, 12).</i></p>
K-2.Tech.S.1	Use technology for the benefit of others and society, for the sake of human development, justice and peace, for the upbuilding of society at all levels, in light of the common good and in the spirit of solidarity.
K-2.Tech.S.2	Build cooperative and collaborative networks of peers and experts to customize and support the learning process.
K-2.Tech.S.3	Use digital tools to engage with others from a variety of backgrounds and cultures, to broaden understanding of global issues and investigate solutions.
K-2.Tech.S.4	Demonstrate awareness of the permanence of actions in the digital world.
K-2.Tech.S.5	Demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.

	<p style="text-align: center;">Technology Tools</p> <p style="text-align: center;"><i>“And temperance is needed—a self-disciplined approach to this remarkable technological instrument, the Internet, so as to use it wisely and only for good”</i> (<i>The Church and Internet, 12</i>).</p>
K- 2.Tech.T.1	Identify and create patterns, identify and correct errors in a sequence, and solve problems, as a means to introduce basic coding skills, using developmentally-appropriate terminology.
K- 2.Tech.T.2	Articulate and set learning goals, use technology to help achieve them, and reflect on the learning processes to improve goal outcomes.
K- 2.Tech.T.3	Use a variety of technologies within a design process to identify and solve problems.
K- 2.Tech.T.4	Create developmentally-appropriate, original multimedia products with support from teachers, family members, or peers.
K- 2.Tech.T.5	Publish, present, or share original products for authentic audiences.
K- 2.Tech.T.6	Use productivity tools and peripherals to facilitate learning.
K- 2.Tech.T.7	Explore the use of automation and use algorithmic thinking to develop a sequence of steps to create and test automated solutions.

Third through Fifth Grade Technology Curriculum Standards

Students who demonstrate understanding of fifth grade Technology are able to --

	<p style="text-align: center;">Operations and Concepts</p> <p style="text-align: center;"><i>“Prudence is necessary in order clearly to see the implications—the potential for good and evil—in this new medium and to respond creatively to its challenges and opportunities” (The Church and Internet, 12).</i></p>
3-5.Tech.O.1	Use a variety of media and technology resources for directed/independent learning activities.
3-5.Tech.O.2	Communicate about technology using developmentally appropriate and accurate terminology.
3-5.Tech.O.3	Apply strategies for identifying and solving routine hardware and software problems that occur during everyday use.
	<p style="text-align: center;">Social, Ethical and Human Issues</p> <p style="text-align: center;"><i>“Justice is needed, especially justice in working to close the digital divide—the gap between the information-rich and the information-poor in today's world. This requires a commitment to the international common good, no less than the ‘globalization of solidarity.’</i> <i>Fortitude, courage, is necessary. This means standing up for truth in the face of religious and moral relativism, for altruism and generosity in the face of individualistic consumerism, for decency in the face of sensuality and sin”</i> <i>(The Church and Internet, 12).</i></p>
3-5.Tech.S.1	Use technology for the benefit of others and society, for the sake of human development, justice and peace, for the upbuilding of society at all levels, in light of the common good and in the spirit of solidarity.
3-5.Tech.S.2	Build cooperative and collaborative networks of peers and experts to customize and support the learning process.
3-5.Tech.S.3	Use digital tools to engage with others from a variety of backgrounds and cultures, to broaden understanding of global issues and investigate solutions.
3-5.Tech.S.4	Demonstrate awareness of the permanence of actions in the digital world.
3-5.Tech.S.5	Demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
3-5.Tech.S.6	Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness and reliability of electronic information sources.
3-5.Tech.S.7	Establish and maintain a positive digital identity and reputation.
3-5.Tech.S.8	Engage in positive, safe, legal and ethical behavior when using technology,

	including social interactions online or when using networked devices.
3-5.Tech.S.9	Manage personal data to maintain digital privacy and security and build awareness of data-collection technology used to track people’s navigation online.
	Technology Tools <i>“And temperance is needed—a self-disciplined approach to this remarkable technological instrument, the Internet, so as to use it wisely and only for good” (The Church and Internet, 12).</i>
3-5.Tech.T.1	Identify and create patterns, identify and correct errors in a sequence, and solve problems, as a means to introduce basic coding skills, using developmentally-appropriate terminology.
3-5.Tech.T.2	Articulate and set learning goals, use technology to help achieve them, and reflect on the learning processes to improve goal outcomes.
3-5.Tech.T.3	Use a variety of technologies within a design process to identify and solve problems.
3-5.Tech.T.4	Create developmentally-appropriate, original multimedia products with support from teachers, family members, or peers.
3-5.Tech.T.5	Publish, present, or share original products for authentic audiences.
3-5.Tech.T.6	Use productivity tools and peripherals to facilitate learning.
3-5.Tech.T.7	Explore the use of automation and use algorithmic thinking to develop a sequence of steps to create and test automated solutions.
3-5.Tech.T.8	Use digital tools to collect, analyze, and represent information in various ways to facilitate problem-solving and decision-making.
3-5.Tech.T.9	Select and use digital tools effectively and productively.
3-5.Tech.T.10	Plan and employ effective research strategies to locate information and other resources.
3-5.Tech.T.11	Curate and organize information from digital resources using a variety of tools and methods.
3-5.Tech.T.12	Model processes and systems that satisfy <i>if-then</i> statement with increased complexity.
3-5.Tech.T.13	Use the concepts of <i>compose</i> and <i>decompose</i> to demonstrate understanding of specific organizational patterns.
3-5.Tech.T.14	Explore using various coding languages as a way to create, control, and interact with digital spaces.

Sixth through Eighth Grade Technology Curriculum Standards

Students who demonstrate understanding of eighth grade Technology are able to --

	<p style="text-align: center;">Operations and Concepts</p> <p style="text-align: center;"><i>“Prudence is necessary in order clearly to see the implications—the potential for good and evil—in this new medium and to respond creatively to its challenges and opportunities” (The Church and Internet, 12).</i></p>
6-8.Tech.O.1	Use a variety of media and technology resources for directed/independent learning activities.
6-8.Tech.O.2	Communicate about technology using developmentally appropriate and accurate terminology.
6-8.Tech.O.3	Apply strategies for identifying and solving routine hardware and software problems that occur during everyday use.
6-8.Tech.O.4	Understand and use technology systems.
6-8.Tech.O.5	Transfer current knowledge to learning of new technologies.
	<p style="text-align: center;">Social, Ethical and Human Issues</p> <p style="text-align: center;"><i>“Justice is needed, especially justice in working to close the digital divide—the gap between the information-rich and the information-poor in today's world. This requires a commitment to the international common good, no less than the ‘globalization of solidarity.’</i></p> <p style="text-align: center;"><i>Fortitude, courage, is necessary. This means standing up for truth in the face of religious and moral relativism, for altruism and generosity in the face of individualistic consumerism, for decency in the face of sensuality and sin” (The Church and Internet, 12).</i></p>
6-8.Tech.S.1	Use technology for the benefit of others and society, for the sake of human development, justice and peace, for the upbuilding of society at all levels, in light of the common good and in the spirit of solidarity.*
6-8.Tech.S.2	Build cooperative and collaborative networks of peers and experts to customize and support the learning process.
6-8.Tech.S.3	Use digital tools to engage with others from a variety of backgrounds and cultures, to broaden understanding of global issues and investigate solutions.

6-8.Tech.S.4	Demonstrate awareness of the permanence of actions in the digital world.
6-8.Tech.S.5	Demonstrate an understanding of and respect for the rights and obligations of using and sharing intellectual property.
6-8.Tech.S.6	Research and evaluate the accuracy, relevance, appropriateness, comprehensiveness and reliability of electronic information sources.
6-8.Tech.S.7	Establish and maintain a positive digital identity and reputation.
6-8.Tech.S.8	Engage in positive, safe, legal and ethical behavior when using technology, including social interactions online or when using networked devices.
6-8.Tech.S.9	Manage personal data to maintain digital privacy and security and build awareness of data-collection technology used to track people’s navigation online.
	<p>Technology Tools</p> <p><i>“And temperance is needed—a self-disciplined approach to this remarkable technological instrument, the Internet, so as to use it wisely and only for good” (The Church and Internet, 12).</i></p>
6-8.Tech.T.1	Identify and create patterns, identify and correct errors in a sequence, and solve problems, as a means to introduce basic coding skills, using developmentally-appropriate terminology.
6-8.Tech.T.2	Articulate and set learning goals, use technology to help achieve them, and reflect on the learning processes to improve goal outcomes.
6-8.Tech.T.3	Use a variety of technologies within a design process to identify and solve problems.
6-8.Tech.T.4	Create developmentally-appropriate, original multimedia products with support from teachers, family members, or peers.
6-8.Tech.T.5	Publish, present, or share original products for authentic audiences.
6-8.Tech.T.6	Use productivity tools and peripherals to facilitate learning.
6-8.Tech.T.7	Explore the use of automation and use algorithmic thinking to develop a sequence of steps to create and test automated solutions.
6-8.Tech.T.8	Use digital tools to collect, analyze, and represent information in various ways to facilitate problem-solving and decision-making.
6-8.Tech.T.9	Select and use digital tools effectively and productively.

6-8.Tech.T.10	Plan and employ effective research strategies to locate information and other resources.
6-8.Tech.T.11	Curate and organize information from digital resources using a variety of tools and methods.
6-8.Tech.T.12	Model processes and systems that satisfy <i>if-then</i> statement with increased complexity.
6-8.Tech.T.13	Use the concepts of <i>compose</i> and <i>decompose</i> to demonstrate understanding of specific organizational patterns.
6-8.Tech.T.14	Explore using various coding languages as a way to create, control, and interact with digital spaces.
6-8.Tech.T.15	Use variables to demonstrate <i>if-then</i> relationships.
6-8.Tech.T.16	Explain the connection between variables and outputs of a program.
6-8.Tech.T.17	Expand and build on others' ideas to create more efficient programming commands.

STREAM Program

St. Mary Catholic School has a vibrant STREAM (Science Technology Religion Engineering Art and Mathematics) program. The students participate in the FIRST (For Inspiration and Recognition of Science and Technology) beginning in Kindergarten and going to 8th grade. FIRST is a progressive program that starts with K-3 Junior FIRST Lego League (Jr. FLL). It continues with the 4-6 program of FIRST Lego League (FLL). The 7th and 8th grade students compete in the FIRST Tech Challenge (FTC). Many of our FTC students mentor the Jr. FLL program.

St. Mary Catholic School hosts a FTC Qualifier at Ferris Wink Arena in the fall and a Jr. FLL Expo in the spring. FTC also participates in a second qualifier and has participated the State of Michigan Championships. The FLL teams attend a qualifier in the Fall, usually in the Grand Rapids area.

Professional Development

Professional Development Opportunities

On-going professional development will be provided for the faculty on-site as well as off at off-site conferences. Annual training for both new and experienced staff will be provided in use and integration of technology into the classroom. All professional development will be aligned to the METs standards. The school will provide training in all aspects of technology integration in the following areas:

- MACUL conference - Annually
- Infinite Campus, a web-based grade book – Annually and ongoing
- Smartboard, an interactive whiteboard technology from <http://smarttech.com/> - ongoing
- Educational software - ongoing
- Michigan Virtual University, at <http://www.learnport.org/> - ongoing

Supporting Resources

All the policies of the Diocese of Grand Rapids dealing with technology will be followed by all faculty and students. Staff members will continue to access the resources available.

St. Mary Catholic School will continue to utilize the support services provided through the on-line subscription to Infinite Campus. The administration and Technology Committee will explore other online technology services and resources to meet our needs currently as well as for the future. The Technology Committee will continue to utilize the services and support that is offered from parents.

Other resources utilized:

IXL-Math and Science
Raz Kids –Reading
Teachers-pay-teachers

Infrastructure, Hardware, Technical Support and Software

Infrastructure Needs/Technical Specification, and Design

Current Status of Technology

Communications

- Phone system and voice mail.
- Email for communication between staff and with parents.
- Remind to send instant messages to parents and staff.
- Infinite Campus for communication with parents of classroom-related information such as assignments and grades.

Technology

- School-wide Local Area Network (LAN), with wired and wireless access
- Interactive SMART boards and projector in every classroom and instruction area
- Math and Science room updated to Promethean Touch
- Windows-based server configured for dedicated and shared functions
- Xerox Copier/Printer strategically located and connected to the network
- Teacher workstations in each classroom (2013)
- Shared and Dedicated printers in the Computer Lab and front office areas
- Front office administration workstations
- Shared iPads (10 in each classroom)
- Television in each Latchkey classroom
- Computer lab with 25 all-in-one computers (2015)

Services & Software

- Infinite Campus (web-based attendance, and report card modules)
- All computers upgraded to Windows 10
- Microsoft Office 2010
- Various educational software programs in the computer lab
- Internet access
- Adobe Creative Suite for marketing use
- Managed security including firewall and anti-virus
- Each classroom teacher computer is hard wired directly to the server room
- Wireless access points provide coverage of the classrooms and parish center

Technology to be Acquired

- iPads (2013) are aging and need to be replaced.
- File Server (2009) is aging.

Technology Implementation Strategy

Possible Implementation of 1:1 devices for use in the middle school (grades 5-8) will begin with a parent survey, staff professional development opportunities, finance committee consultation and planning to proactively manage the expense of a 1:1 device program and any necessary upgrades required to the system infrastructure to support the program, and a timeline of

acquisition and implementation of the program for roll-out in the 2015-2016 school year.

Upgrade remaining 5 classrooms to a Promethean Touch board. We will do this one at a time as special funding become available.

We need to find a person willing to develop and maintain our website.

Technology Support

A parent, Dan Walsh, installs and maintains computer hardware and software. He has access to the school LAN and is available as needed. His daughter is in 8th grade and we will need to discuss his availability after she graduates.

Funding and Budget

Budget

Annual Recurring Expenses	
Spectrum	\$2700
Hardware/Network	\$1500
Xerox Copier/Printer	\$9600
Cell Phone	\$1300
Supplies	\$ 500
IXL	\$1238
Raz Kids Reading	NA – Title I
Total	\$6,200

Future Expenses	
Each New iPad	\$329
Each New Promethean Board	\$5700
New File Server	\$3000
New Website Development	\$10000

Coordination of Resources

As a private, faith-based elementary school, St. Mary Catholic School relies solely on student tuition and fundraising to meet our operating budget. We use Title II monies to cover costs for technology professional development opportunities. We have also actively pursued grant writing for the area of technology and will continue writing grants.

Monitoring and Evaluation

Evaluation

- To meet the filtering requirements, a Fortinet firewall was installed.
- The success of our technology integration will be determined by student achievement, formal and informal observations of technology use in the classroom.
- The classroom computer teacher(s) will monitor and evaluate student performance and progress.
- The principal will monitor classroom teachers to ensure technology is integrated into the curriculum.
- The principal will provide professional development opportunities for teachers to increase skills.
- The Technology Committee will meet once a year to review the plan and target goals that are not being implemented. Any necessary modifications will occur at the start of the second semester.

DOGR 2182 Electronic Information and Acceptable Use Policy

includes Social Media General Standards consistent with [Social Media Policy 4520](#)
(See [Addendum A](#) for CIPA Compliance Documentation)

Purpose

The Roman Catholic Diocese of Grand Rapids 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.

St. Mary Catholic School (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 [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/handbook/manual]. 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 [policies/rules/handbook]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/rules/handbook]. 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 Responsibility Internet Safety Provisions

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator will designate a back-up system administrator in the event that the system administrator is not available. The system administrator or the back-up system administrator 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 system administrator 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.

St. Mary Catholic School 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 a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or 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:

16. using the technology for a "for-profit" business, for product advertisement or political lobbying.
17. 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).
18. accessing, using, disclosing or disseminating personal identification information about minors.
19. 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.
20. participating in hate mail, harassment, discriminatory remarks and other antisocial/bullying behaviors on the network.
21. 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 Use

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

- [The Charter for Protection of Children and Young People](#)
- [The Children's Online Privacy and Protection Act](#)
- [The Diocesan 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 with minors must not be undertaken lightly. School, Parish and other Affiliate Employees and Volunteers must 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 St. Mary Catholic School'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 the Diocese of Grand Rapids. When communicating with minors:

22. 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.
23. 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.
24. Do not accept friend or follow requests from minors on your personal accounts.

25. 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.
26. 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 [name of organization].

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 parish / school and 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 parish, school or affiliate organization if they have concerns.

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 parish / school and is acceptable and encouraged.
4. Model and support responsible use as outlined here and in the Acceptable Use Policy.

Declaration

All users are required to sign this form. 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).

The School has developed the Electronic Information and Acceptable Use 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 the Electronic Information and Acceptable Use 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 the Electronic Information and Acceptable Use 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: _____

DOGR 4520 Social Media Policy

Social Media is now the fastest growing form of communication in the United States, and it is transformational:

“New technologies are not only changing the way we communicate, but communication itself, so much so that it could be said that we are living through a period of vast cultural transformation. This means of spreading information and knowledge is giving birth to a new way of learning and thinking, with unprecedented opportunities for establishing relationships and building fellowship.

I would like then to invite Christians, confidently and with an informed and responsible creativity, to join the network of relationships which the digital era has made possible. This is not simply to satisfy the desire to be present, but because this network is an integral part of human life. The web is contributing to the development of new and more complex intellectual and spiritual horizons, new forms of shared awareness. In this field too we are called to proclaim our faith that Christ is God.”

(Truth, Proclamation and Authenticity in the Digital Age – Message of Pope Benedict XVI for the 45th World Communications Day – June 5, 2011)

Social Media thus presents the Diocese of Grand Rapids, and the Catholic Church generally, with new, and previously unheard of opportunities to “go forth and make disciples of all nations.” But it also creates challenges, particularly with respect to message integrity, source or authorship confusion, and protection of the vulnerable such as Children and youth.

This Social Media Policy is directed at maximizing for the Diocese new opportunities made possible by Social Media, while at the same time doing everything reasonably possible to meet those opportunities and related challenges. All Clergy, Employees and Volunteers of the Diocese are expected to adhere to the policy directives outlined here.

DEFINITIONS:

Bishop: Most Reverend David J. Walkowiak, J.C.D., and his duly consecrated and ordained successors.

Affiliate: any juridic person within the Diocese, including without limitation any diocesan parish, cemetery, school, or organization officially sponsored by the Diocese.

Cleric or Clergy: a person(s) ordained with holy orders under the auspices of the Diocese and directly accountable to the same, for example, a priest or deacon.

Diocese: the Roman Catholic Diocese of Grand Rapids, Michigan.

Diocesan Website: a Social Media network page, Blog or any website or tool created by a Cleric, Employee or Volunteer of the Diocese for the purpose of conducting the affairs of the Diocese or registered in the name of the Diocese.

Parish Website: a Social Media network page, Blog or any website or tool created by a Cleric, Employee or Volunteer of the Diocese for the purpose of conducting the affairs of a diocesan parish or registered in the name of a diocesan parish.

Affiliate Website: a Social Media network page, Blog or any website or tool created by a Cleric, Employee or Volunteer of an Affiliate for the purpose of conducting the affairs of an Affiliate or registered in the name of such Affiliate.

Personal Website: a Social Media network page, Blog or any website or tool created by Cleric, Employee or Volunteer of the Diocese for personal purposes, i.e., purposes other than conducting the affairs of the Diocese or Affiliate and not registered in the name of the Diocese or Affiliate.

Blog: a type of website used primarily to offer commentary on specific events or subjects and to facilitate discussion, i.e., a form of web-based dialogue. "Blog" is also used as a verb to describe the act of offering commentary on such a site.

Micro-blog: blogging with size constraints typically by posting frequent brief messages about personal activities. Most examples include text updates, and photo or audio clips, for either general or limited distribution.

Web 2.0: web applications that facilitate interactive information sharing. Contrasts with non-interactive websites which permit only passive viewing of information.

Social Media: interactive platforms of electronic communication (such as websites used for microblogging) through which users create online communities to share information, ideas, personal messages, and other user generated content.

Social Media Presence: a Blog, Micro-blog, Web 2.0, web page, Social Media channels, e-mail account, or any similar vehicle that facilitates internet communication of any kind.

Supervisor: a hiring or supervising agent: for parish staff, the pastor; for parish Volunteers, the pastor or appropriate administrator (including without limitation a director of religious education or a director of youth ministry); for school personnel, the principal or assistant principal.

Employee: any natural person employed by the Diocese or an Affiliate, not excluding Clergy.

Adult: a natural person who is 18 years of age or older.

Vulnerable Adult: persons 18 years of age or older, with physical, mental, emotional or

behavioral conditions, including:

- Adults with an illness, or situation that renders an inability to defend, protect or get help when injured or abused.
- Individuals whose condition or disability impairs their ability to provide adequately for their own care.
- Adults who habitually lack the use of reason.
- Individuals who have a court appointed guardian.
- The elderly, whose various circumstances might make them susceptible to persons or situations that cause them harm.
- Individuals who are residents or patients within hospitals, group homes, nursing homes, day service facilities, day activity centers, Adult foster-care homes, or an Adult who receives care services from a licensed home care or personal care service within their own home.

Child: a natural person who is not 18 years of age or older.

Volunteer: a natural person who works without financial or material gain on behalf of the Diocese or an Affiliate (including without limitation an intern, catechist, scout leader, coach, student teacher and others in similar capacities).

SOCIAL MEDIA POLICY:

I. Policy Coverage.

The Diocese recognizes that Clerics, Employees and Volunteers use the internet to conduct the affairs and pursue the mission of the Diocese and its Affiliates; the Diocese supports and encourages this practice. It does so with the expectation of newfound missionary success. All who pursue the Diocese's mission on the internet must remain mindful, however, that they are the face of the Diocese to a now much broader world, and must therefore take care to represent the Diocese in a Christ-like way. This means, of course, avoiding any comments or conduct that might reflect poorly on the Diocese or the Catholic Church, go against (or “run contrary to”) Catholic teaching, damage the reputation or stature of the Diocese or Catholic Church, or that would harm or reflect poorly on the people who work for and serve the Diocese or the Catholic Church.

The Diocese reserves the right to change this policy at any time per (at) its sole discretion.

II. Authorization.

Christ said: "He who hears you, hears me." (Luke 10:16)

To be heard on the internet, however, is not simple or easy. Being heard requires those who would be heard to consider and act on the following:

- The relative strengths of the various forms of Social Media (Blogs, texts, networks, etc.);
- The needs of the ministry;
- The need for sustained input and updating, to provoke interests and to make one's message stand out;
- The need for a carefully thought-out search engine optimization strategy; and
- The need to combine Social Media with face-to-face and other traditional forms of interaction.

Competition for attention on the internet is fierce and success goes to those who plan carefully, think clearly and work diligently. Absent this kind of commitment and execution, Social Media is likely to be unproductive or even counterproductive. This suggests that Social Media proposals be carefully planned, vetted and approved prior to activation.

Therefore, no Diocesan Website or Diocesan Social Media Presence may be created or activated absent prior approval in writing by the Bishop (or by such person designated by the Bishop in writing). No Affiliate Website or Social Media Presence may be created or activated absent prior approval in writing by the parish priest or Supervisor.

Personal Websites and personal Social Media Presences may be created and activated by Clerics, Employees and Volunteers without diocesan approval.

Clerics, Employees and Volunteers shall not, in a Personal Website or personal Social Media Presence (i) disclose information held in confidence by, or that is proprietary to, the Diocese, Affiliates or the Catholic Church, (ii) use trademarks or logos of the Diocese, Affiliates or the Catholic Church, or (iii) disparage, slander or make false statements about the Diocese, Affiliates or Catholic Church.

III. Transparency, Honesty and Discretion in the Use of Social Media.

Employees and Volunteers are responsible for the information they post on Social Media and are subject to the following rules when posting information in connection with the Diocese or an Affiliate:

- Diocesan or Affiliate computers and time on the job are reserved for diocesan or Affiliate affairs and ministries.
- Do not claim to represent the official position of the organization or the teachings of the Church unless authorized to do so by an appropriate Supervisor or administrator.
- Do not include any information about any person or entity that is confidential or personal. Adhere to all Diocesan or Affiliate privacy and confidentiality policies. Employees and/or Volunteers who share confidential information do so at the risk of disciplinary action or termination.
- Do not disclose information protected from disclosure by law, such as medical information about third parties or a third party's social security number.

- Be mindful of the copyright and intellectual property rights of others. When in doubt about such matters, seek assistance from a Supervisor before acting.
- Be familiar with and obey all terms of service, privacy policies and settings for the Social Media platform used.
- Think twice before posting or sharing. Think about what might happen if the information becomes public. In cases of doubt, seek assistance from a Supervisor before acting.
- Ensure that all content and links comply with the Children's Internet Protection Act which, among other things, prohibits content that is obscene, pornographic, or otherwise harmful to minors (<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>).
- Take care when posting photographs. Consult the Diocese or Affiliate's media release policy prior to posting or sharing images. Make sure that the subject has signed a media release form and it is on file before posting their picture.
- Strive for accuracy. Get the facts straight before posting or sharing.

IV. Accountability.

Each approved Diocesan or Affiliate Website or Diocesan or Affiliate Social Media Presence must have at least two site administrators, a primary and a back-up, who can and will monitor and, if necessary, respond in a timely manner, to communications on the site. All such administrators must be Adults, must be identified by name in the website proposal and then on the website itself, and must have been screened and background checked, in the manner established by the Diocese for all Employees and Volunteers. Passwords and names of websites must be maintained in a secure location (which must be disclosed in the website proposal) and more than one Adult must have 24-hour access to this location.

V. Official Sponsorship.

Digital communications relating to Diocesan or Affiliate business or affairs may be transmitted only through internet services (e.g., email accounts or Social Media accounts) owned by or registered to the Diocese or the Affiliate. In furtherance of this policy:

1. Every Affiliate, to the extent that it has a website or Social Media Presence, must have its own self-identifying domain (e.g., website address or URL). Example: www.hsparish.org for Holy Spirit Parish
2. Any electronic communication emanating from the Diocese or an Affiliate must be on an officially sponsored domain of the Diocese or the Affiliate. Example: Secretary@hsparish.org, Info@hsparish.org

All Affiliates must eliminate the use of free domains such as Gmail, Hotmail, Yahoo! and other such services not registered to the Diocese or the Affiliate. This will help establish the authenticity of diocesan and Affiliate correspondence and reduce the potential for

misrepresentation or impersonation.

3. Email accounts or Social Media accounts owned personally by Clerics, Employees, or Volunteers may not be used for official Diocesan or Affiliate communications.
4. Diocesan and Affiliate communications are to be archived in a manner consistent with established Diocesan or Affiliate practices and policies.
5. Diocesan and Affiliate Websites must incorporate a conspicuous code of conduct for visitors to the page. If the website administrator encounters anyone not abiding by the code of conduct, he or she must take immediate and appropriate action as established by the Diocese or Affiliate Code of Conduct and Acceptable Use Policy.

VI. Adult Electronic Interaction with Minors.

Electronic communication with minors must not be undertaken lightly. School, parish and other Affiliate Employees and Volunteers must consistently adhere to Catholic values and transparency with respect to such communications.

Many Web 2.0 tools commonly used for instruction and communication have Social Media components to them which allow for sharing, collaboration and commenting. Some of these sites can be set up for a particular group, thus limiting comments to recognized participants. Others are more public in nature, allowing interaction from a wider audience.

1. All internet communications with minors must, to the greatest extent practicable, be undertaken in conformity with:
 - The Charter for the Protection of Children and Young People (<http://uscgb.org/issues-and-action/child-and-youth-protection/charter.cfm>)
 - The Children's Online Privacy Protection Act (<http://www.ftc.gov/ogc/coppa1.htm>)
 - The Diocesan Office of Child and Youth Protection policies (http://www.dioceseofgrandrapids.org/documents/child_youth_standards_ministerial_behavior_8-14.pdf)
2. Adults must not be in electronic communication with minors unless the parents/guardians have authorized the communication.

Such authorizations can be accomplished, for example, at the beginning of a school year on forms presented to all parents as part of the enrollment process, or if need be on a case-by-case basis.

3. All Adults who communicate with a minor via the internet must practice 'due care.' Due care

refers to the level of judgment, care and prudence a person would reasonably be expected to use under particular circumstances, to avoid harm to the minor.

4. Schools receiving federal funding for computer technology through E-Rate must comply with the Children's Internet Protection Act (CIPA) (<https://www.fcc.gov/consumers/guides/childrens-internet-protection-act>) 47 U.S.C. § 254(h)(5), which requires monitoring internet use by minors; the use of 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.

VII. Adhering to the Church's Doctrines and Teachings and to Diocesan/Affiliate Policies and Guidelines.

The content of electronic communications must not be at variance with the doctrinal and moral teaching of the Catholic Church. All communication by means of Social Media by Diocesan or Affiliate Employees or Volunteers is a reflection on the Diocese, its Affiliates, as well as on the Catholic Church generally. As a result, this communication must be representative of the policies and practices of the Diocese of Grand Rapids. The following rules have been adopted to support the foregoing policy:

1. Write in thoughtful language consistent with the message of the Diocese of Grand Rapids and the Catholic faith.
2. Do not use insults, slurs, or obscenities. Do not post anything that might be viewed as pornographic, proprietary, harassing, abusive, or creating a hostile work environment.
3. Do not disparage other individuals, other community groups, or other faiths.
4. Understand that electronic communications and Social Media activities are subject to other personnel policies, including non-discrimination/non-harassment and electronic communications policies.
5. Report Social Media activities that potentially violate this policy.

DOGR Addendum A – 2182 Electronic Information and Acceptable Use of School Systems CIPA Compliance Documentation

David Faber

From: David Faber
Sent: Friday, June 08, 2012 5:18 PM
Subject: Public Notice of June 12 Diocesan School Board Meeting for consideration of Internet Use Policy
Attachments: DOGR – OCS DRAFT AUP June 2012 for Website Notification.docx

Dear Members of the Diocesan Board, Pastors, and Principals,

Below is a link to the public notice that is required in order for our board to consider the attached Internet Use Policy at our June 12, 2012 meeting. While public notice of specific items on our agenda is rare, it is required to ensure that our schools maintain their compliance with new elements of the Children’s Internet Protection Act (CIPA) that take effect on July 1, 2012. In order for our schools to continue to qualify for Federal E-Rate Discounts (discounted telecommunications rates), they must remain CIPA compliant. You can access the final draft of the policy either through the attachment to this email or by clicking on the link to the public notice and following the link to the proposed policy. If you have any questions, please don’t hesitate to call.

<http://www.dioceseofgrandrapids.org/Pages/Home.aspx>

(See bulletin on the left hand side of the home page)



Dave Faber
Superintendent of Catholic Schools
Phone: 616-233-5975 (Direct)

Diocese of Grand Rapids - Windows Internet Explorer


http://www.dioceseofgrandrapids.org/Pages/Home.aspx

Diocese of Grand Rapids

ROMAN CATHOLIC
Diocese of Grand Rapids

Home Site Map Families Schools Calendar Donate Login

Our Diocese Worship & Prayer Growing in Faith Faith in Action Catechism of the Church



We are a community of God's people, centered on the Eucharist.

News & Current Events

MCC to HHS
MAY 11, 2011

ATTACKS ON RELIGIOUS LIBERTY LEADERS RESPOND

FORMING CONSCIENCES FOR FAITHFUL CITIZENSHIP

- Diocesan School Board to consider Internet Use Policy during June 12 meeting, public comment welcome.
- Bishop Hurley ordains three men to diaconate June 1 at Cathedral of Saint Andrew.

Resources

Bishop Hurley
A week at a glance
Messages & homilies
Diocesan placements & careers
Multimedia
Vows at the Cathedral of Saint Andrew
Catholic Schools Videos
Catholic Television Network

Contacts

Cathedral Square Center Staff
Diocesan Directory
Photo Gallery
FAITH Grand Rapids

Local intranet 79%

Detail - Windows Internet Explorer

http://www.catholiceventfinder.com/Event/Detail/656b2c54-4546-4039-b243-806716922478

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Did You Know?

After finishing your profile you can add it to your own website? Use the 'Embed' feature under 'My Events.'

After searching for an event you can use the map view to see what events are near you.

We appreciate our users feedback, let us know what you think.

Diocesan Catholic School Board, meeting for consideration of Internet Use Policy - PARENT COMMENTS WELCOME!

360 Division Ave. S., Grand Rapids, MI 49503

Tuesday, June 12 - 6:30 PM to 8:00 PM

The Diocesan Catholic School Board will be considering the Internet Use Policy for diocesan Catholic Schools at its meeting on Tuesday evening, June 12, at Cathedral Square Center in Room D/E at 6:30 PM. Parents are welcome to come and share input. The public can review the proposed policy at: see Event Website link to view policy.

Event Website

Cost: none

Posted by: Diocese of Grand Rapids

360 Division Ave. S., Grand Rapids, MI 49503

Contact: Office of Catholic Schools 616-246-0590

Contact Office of Catholic Schools

0 attendees so far

I'll be there!

Add to my calendar

Email a Friend

Share on Facebook

Comments (0)


Please [login](#) to post comments.

Internet 100%

Detail - Windows Internet Explorer

http://www.catholiceventfinder.com/Event/Detail/656520204-4546-4103-b243-50616922478

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360 Division Ave. S., Grand Rapids, MI 49503 [View Map](#)

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[Event Website](#)

Cost: none

[Report this event](#)

Comments (0)

Please [login](#) to post comments.

Posted by:
[Diocese of Grand Rapids](#)
 360 Division Ave. S., Grand Rapids, MI 49503
[Website](#)

Contact:
 Office of Catholic Schools
 616-246-0590
 Contact Office of Catholic Schools

0 attendees so far

[I'll be there!](#)

[Add to my calendar](#)

[Email a Friend](#)

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Internet 100%

**Diocesan Catholic School Board Meeting
Cathedral Square 2nd Floor Room D/E
6:30 PM
June 12, 20xx**

Agenda

- | | | |
|-------|--|-------|
| I. | Prayer (5 min.)
Russo | Fr. |
| II. | Roll Call | Sarah |
| III. | Approval of April Minutes (5 min.) | Sarah |
| IV. | Approval of Agenda | Sarah |
| V. | Communications | |
| VI. | Discussion/Updates
A. Vision- Strategic Initiatives/Annual Report Distribute Copies (5 min.)
B. Our Faith, Our Future Plan, Bishop’s Decree, and Recent Letters (10 min.)
C. Enrollment Report (5 min.)
D. Diocesan Catholic School Board Assessment (15 min.)
E. Review of Terms and Election of Officers (10 min.) | Dave |
| VII. | Superintendent’s Report and Attachments (5 min.)
A. Written Report – Questions? | Dave |
| VIII. | Committee Reports
A. Marketing Committee (10 min.)
Michael S./Sue
B. Policy - Student Dignity Policy (more emphasis on Anti-Bullying)
C. Other Committee Activity to Report? | Larry |
| IX. | Action Items - Proposed Policies
Sarah/Dave
A. Electronic Information <u>A</u> cceptable <u>U</u> se for Educational Purposes <u>P</u> olicy (10 min.)
Including: New CIPA compliance features of Internet Safety and Filtering
B. Budget and Finance Policy Changes as a result of Bishop’s Decree (10 min.)
C. Guidelines for Fundraising Activity (5 min.)
D. MHSAA Membership Resolution (1 min.) (Need Sarah’s Signature) | |
| X. | Old Business
A. Social Media Policy (1 min.)
(DRAFT is now going through diocesan review) | |

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| XI. | Closing Prayer (1 min.)
Russo | Fr. |
| XII. | Adjournment | Sarah |
| XIII. | Next Meeting: Full Board August 14, 6:30 PM – Room D/E
PLEASE NOTE: See Attached 2012-13 School Board Meeting Schedule | Sarah |

Diocesan Catholic School Board
Meeting Minutes
June 12, 20xx

Members Present: Sarah Bolter, Larry Kassuba, Sue Haas-Williams, Michael Rosloniec, Rev. Anthony Russo, Michael Sochacki, Cindy Thomas

Members Absent: Rev. Charlie Brown, Melanie Grover, Kevin McDowell, Deacon Bill Charron, Paul Tenbrock

Others Present: David Faber, Tricia Worrell, Cindy Kendall

- I. Meeting was called to order at 6:37pm and opening Prayer was offered by Fr. Tony Russo
- II. Roll Call
- III. The April minutes were approved
- IV. This agenda was approved
- V. Communications
- VI. Discussion/Updates
 - A. Vision- Strategic Initiatives/Annual Report Distribute Copies
 - i. It was encouraged to look at the electronic version online. The Annual Report has been placed on some parish websites.
 - B. Our Faith, Our Future Pastoral Plan, Bishop's Decree and Recent Letters
 - i. Schools became a very prominent feature in Our Faith, Our Future process. Bishop Hurley has placed a priority on Catholic education. It was encouraged that a letter be written from the board to Bishop Hurley thanking him for his strong support of Catholic education.
 - ii. The Bishop's Decree clearly spells out the parish support of Catholic schools.
 - iii. Bishop Hurley wrote a letter to all pastors regarding enrollment.
 - C. Enrollment Report
 - i. It was asked that this report be sent to this board once a month. We are now retaining our students. This sends a positive message to the community. It is important to begin growing. Continued prayer for growth is encouraged.
 - ii. Dave will meet with pastors and principals throughout the summer and enrollment will be a topic of discussion.
 - iii. Questions were raised regarding the appropriateness of public schools coming into elementary schools to present information. It was suggested that encouragement should come from this board on thoughts regarding this policy.
 - D. Diocesan Catholic School Board Assessment
 - i. It was asked to complete this assessment by June 22. The results will be present at the August board meeting. The executive committee will use this data for planning for the upcoming year.
 - ii. Sarah Bolter completed this survey and commented on questions that called to make judgments on other board members. It was determined that the Executive Committee should evaluate these questions. Replacing the word board with I would help to eliminate uncertainty.

- E. Review of Terms and Election of Officers
 - i. The nominating committee will meet in July. If Deacon Bill Charron does decide to sit on this board we will have twelve members. The nominating committee will create a schedule of terms and also prepare a list of potential new members. A full board consists of sixteen members.
- VII. Superintendent's Report and Attachments
 - A. Written Report
 - B. Item not included in Written Report:
 - i. Dave did not include information regarding the WINGS schools. They are holding an eight week summer program which thirty students have enrolled in. As of July 1, Kendra DeYoung will become Principal/Director and Melanie Grover will be the Board Chair of the WINGS schools. This restructure will make these schools viable well into the future. The model created makes these schools able to run a very small school efficiently and sustainable into the future.
- VIII. Committee Reports:
 - A. Marketing Committee:
 - i. The committee has decided to meet more regularly to build capacity and recruit and retain students. They are in the process of developing a marketing plan that will include a more grass roots infrastructure. This committee would like to work collaboratively with the individual schools marketing committees to create a strong infrastructure. In order to build this infrastructure each school needs to have a marketing committee. Building these relationships between individual marketing committees will allow effective strategies to be easily shared and implemented.
 - B. Policy Committee: Student Dignity Policy
 - i. This policy currently addresses sexual and racial harassment in a comprehensive way, while just mentioning bullying. Given recent legislation and new learning, Dave Faber is recommending that a more comprehensive bullying section be added to the policy. Dave Faber has asked Larry Kassuba to review samples from the Diocese of Lansing and the Michigan State Board of Education and draft a bullying section for the policy. Dave would like to have an update to the Student Dignity Policy at the August Meeting. Larry stated that he can have a draft prepared for the August meeting. Larry requested that another individual sit on this committee.
 - C. Other:
 - Development Committee
 - i. Michael Rosloniec reported that Marlyn Zack will sit on this committee. Michael will meet with Ken Baldwin on Friday, June 15 to discuss development ideas. Mark Morrow and Michael Wolfston will also be meeting with Dave and Michael. Michael will also meet with someone who works with estate planning

Executive Committee

- ii. Sarah encouraged nominations by June 22 for Chair and Vice Chair. She also encouraged everyone to think about those who are non-board members who would be assets to their committees. Sarah made reference to the new form for committees to use when taking minutes for their meetings and encouraged committees to use it. This will help track the progress and work that each committee is making.

IX. Action Items

A. Electronic Information Acceptable Use for Educational Purposes Policy

Including: New CIPA compliance features of Internet Safety and Filtering

- i. This Policy must be in place by July 1, 20xx. Changes to the policy were discussed and reviewed. In order to be in compliance with CIPA and to remain E-Rate eligible, there was a public invitation on the front page of the diocesan website welcoming attendance and comment at the meeting.
- ii. This will be a diocesan policy and apply to all schools. This policy is a supplement to the schools current policy handbook. Parents still need to sign this policy.
- iii. There will be numerous educational resources surrounding this policy along with professional training for various pieces to this policy. Each school needs to make sure their rules and policies do not contradict this policy.
- iv. It was decided that the dioceses should provide educational and supportive material to help clarify information written in the policy.
- v. The declaration needs to be on one sheet so it can be signed and returned separately.
- vi. There was some concern regarding what age was appropriate for the student signature to be required. This will be decided at a later date.
- vii. Dave called for public comment. There was no public comment.
- viii. There was a motion by Rev. Anthony Russo to recommend this policy to the Bishop. All present were in favor.
- ix. In addition to recommending the policy to the Bishop this board recommends consulting diocesan council with regard to what age the student should be required to sign this policy and if this policy should be signed every year. Also recommended from the board was that the diocese provide educational resources to help support this policy.
Mike Sochacki made the second motion. All present were in favor.

B. Budget and Finance Policy Changes as a result of Bishop's Decree

- i. There was a motion to approve by Larry Kassuba. All were in favor.

C. Guidelines for Fundraising Activity

- i. Two lines were added to this policy Michael Rosloniec made a motion to approve and all were in favor.

D. MHSAA Membership Resolution

- i. Mike Sochacki made a motion to approve. All were in favor.

X. Old Business

A. Social Media Policy

XI. Closing Prayer was offered by Rev. Anthony Russo

XII. The meeting was adjourned at 8:48pm

XIII. Next Meeting:

August 14, 6:30 PM – Full Board – Room D/E