



Technology and Digital Citizenship Plan 2024-25

Holy Trinity Catholic School partners with the families in the education and development of our students. Technology plays a vital role in the educational experience of our students. Our school provides access to the technology that best supports classroom learning for each grade level.

The Holy Trinity Digital Citizenship Plan outlines the responsibilities for proper use of technology resources provided to students. We ask all families to read and review the Holy Trinity Technology and Digital Citizenship plan with their child(ren).

Students responsibilities:

Respect and protect self and others.

- Keep your personal passwords secure, do not share them with others.
- Use only assigned school accounts and/or technology (iPad, chrome book)
- Do not access: other student or staff passwords, data, devices, networks.
- Do not distribute private information about self or others, including photos or videos
- Do not take or distribute unauthorized pictures or videos of faculty, staff, volunteers or students.

Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices
- Report security risks or violations to HT administration, faculty, or staff
- Do not intentionally destroy, damage or attempt to damage data, network or other resources

Respect and protect the intellectual property of others.

- Respect copyrights (no illegal copies of music, games, software, images, movies or written materials)
- Maintain academic integrity (no plagiarism or unauthorized use of others' work)

Respect and practice the principles of a caring community on and off campus.

- Communicate only in ways that are truthful and respectful of others, on and off campus
- Report threatening or discomforting materials to a teacher or staff member
- Do not intentionally access, transmit, or create material that violates the schools code (including messages that are threatening, rude, fraudulent, discriminatory, unwelcome or harassing)
- Do not intentionally access, transmit, copy or create materials that are illegal (including obscenity, stolen materials, or illegal copies of copyrighted works)
- Do not buy, sell, advertise or otherwise conduct business using technological resource

Social Media: Social Media is the collection of websites and applications used to create and share content related to social, interactive, and connective learning, including, but not limited to: video and photo sharing, social networking (Facebook, Twitter), blogs, wikis, podcasting, texting, web conferencing, or any other technology. When using social media, both on and off campus, students are expected to observe and follow all policies listed above.

Supervision and Monitoring: The school monitors the use of technology resources to help ensure that users are secure and conform with school policy. Administrators reserve the right to examine, use or disclose any data found on the networks or school provided devices in order to further the health, safety, discipline, or security of any other student or other person, or to protect property. They may also use this information in disciplinary actions and will furnish evidence of criminal activities to law enforcement.

We trust and expect that Holy Trinity students will use technology on and off campus in a manner consistent with the Student and Family Handbook. Holy Trinity reserves the right to impose consequences for inappropriate behavior that takes place using any school provided technology (device and/or network). We expect our parents to be equal stakeholders in the implementation of our Digital Citizenship Plan.

Family acknowledgement of *Technology and Digital Citizenship Plan*.

Please initial next to each item to indicate our agreement to these expectations.

We urge all families to review the Holy Trinity Technology and Digital Citizenship Plan with their children. Students are expected to:

_____ Respect privacy and security by safeguarding personal passwords.

_____ Use assigned school accounts and technology responsibly.

_____ Refrain from accessing others' passwords, data, or devices.

_____ Avoid sharing private information, photos, or videos without permission.

_____ Respect the integrity and security of electronic resources, following network security practices.

_____ Report security issues to school administration.

_____ Uphold intellectual property rights, including respecting copyrights and academic integrity.

_____ Maintain respectful and truthful communication, both on and off campus.

_____ Report any threatening or inappropriate materials to school staff.

_____ Refrain from creating, accessing, or transmitting illegal or prohibited material.

_____ Students and their families are accountable for any damage to school-provided technology and must cover repair or replacement costs.

_____ Social Media usage, on and off campus, must adhere to these policies. The school monitors technology use to ensure compliance and may access data to uphold safety, discipline, or security. Consequences may be imposed for misuse of school-provided technology.

_____ Holy Trinity expects parents to support the Digital Citizenship Plan, reinforcing responsible technology use at home and school.

x _____
Student Name

x _____
Parent Name

x _____
Student Signature

x _____
Parent Signature