

August 13, 2010

To: Principals

From: Margaret Lyons, Andrew Benton, Dolores Bruno

RE: Acceptable Use Policies – Student and Staff

The Office of Catholic Education is happy to deliver a revised Student Acceptable Use Policy and the first Staff Acceptable Use Policy for use in your schools. As the documents state, “In this the 21st century, we are in a time of new and ever changing technologies. We believe using new technologies, electronic resources and Internet access enhance student learning and provide a quality educational experience for all students.”

Through the research and development of these policies, four critical categories have been outlined. Students and Staff must:

- 1) Respect and protect the privacy of others
- 2) Respect and protect the integrity, availability and security of all electronic resources
- 3) Respect and protect the intellectual property of others
- 4) Respect and practice the principles of the parish and school community

With each category, you will find a detailed listing of inappropriate uses. It is clear that the technologies of today are vast, but we believe each of these policies have covered the inappropriate use of technological resources as best as possible. The model acceptable use documents used in creating these policies come from the United States Department of Justice -- Computer Crime and Intellectual Property Section.

You may choose to adopt both policies as they are. Our Legal Office has reviewed and approved them. Or, you may choose to add to these policies to cover specific needs in your building. If so, you are responsible for your own legal review and approval. Signatures should be required for both policies stating that they understand and have agreed to comply with the stated policy.

Electronic versions of these documents can be found on the OCE website at <http://www.oce-ocs.org/oce/edtech> and in the downloadable documents area.