

Holy Name of Mary Parish Community

Social Media Policy

Introduction

Social media is ever present and a fast growing form of communication in the United States especially among our youth and young adults. The expansive nature of this communication technology (online content is visible to anyone in the world so one must always be mindful about the nature of the information posted) has necessitated the development of this policy to facilitate continued growth and establish boundaries to protect the users. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. Holy Name of Mary Parish Community (HNMPC) cannot ignore it, but at the same time we must engage social media in a manner that is safe, responsible, and civil. HNMPC has completed this task in accordance with the provided guidelines of the United States Conference of Catholic Bishops (USCCB) and the Archdiocese of Los Angeles' own policies, standards and procedures designed for users. This policy is all-inclusive, whether in a paid or volunteer position, adult or child.

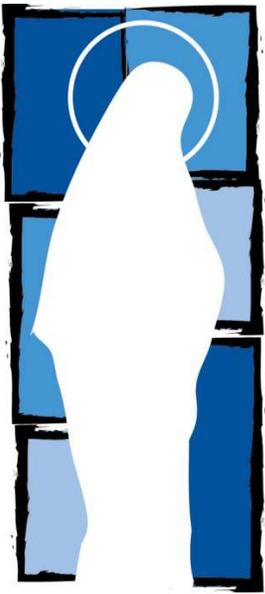
Purpose

The purpose of this Policy Document is to establish guidelines for the use of social media as it relates to the business of the HNMPC.

Procedure

HNMPC recognizes that in today's environment, with the increasing prevalence of the Internet, employees, clerics, volunteers, parents and youth will use the Internet to conduct ministry work and to communicate with associates and friends. The Internet provides various ways for individuals to interact and has changed the way we communicate and share information. HNMPC supports Internet use and will provide the necessary training and tools to interact safely and responsibly online. However, those using the Internet should bear in mind that certain comments and information may have a harmful effect on the HNMPC reputation as a whole and its employees. In light of this possibility, employees, clerics, volunteers, parents and youth are required to adhere to the following policy regarding the use of personal and ministry websites including social networks and blogs as it relates to HNMPC.

- All social media sites are to adhere to the (framework/guidelines) described in the Establishing a Social Media Presence section of the document.
- The marketing/communications committee with oversight by an official HNMPC staff is responsible for managing content and frequency of updates for social media and monitoring commentary on social media sites such as the official Holy Name of Mary Parish, School, Alumni, and Festival Facebook pages.
- Social media sites content represents current and upcoming events, news, and commentary related to the activities of Holy Name of Mary Parish Community and is reflective of the parish and school mission statement.
- The marketing/communications committee may remove social networking sites at any time.
- The use of social media for HNMPC is to provide information in such a way that is open, transparent, and safe for all users.
- Parents need to be aware of the Children's Online Privacy Protection Act, which is federal legislation that oversees how websites interact with children under age 13. This can be accessed through the Parish website and Facebook page.
- Parents will be informed that a social networking site is being utilized as a standard part of youth interaction.
- A standard document for written parental permission must be obtained prior to communication with young people via social media and to posting photographs, or other identifying information of minors/young people on websites.



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MARY

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- In photographs of youth activities, be mindful that photos do not contain identifying GPS data and the youth should not be “tagged” or identified by name in the photograph.
- Social media for school or youth/minor use is never to be used to establish private communication between parties. Materials posted on the site must also be available through other communication mediums. Parents must have access to everything provided to their children. Therefore, all e-mails and text messages from adult leaders must be cc'd to the program head and to their parent at the time of sending.
- It is recommended that clear guidelines or parameters be established with regard to times of communication between adults and young people. While young people may be on their phone texting in the late evening hours, those who minister with young people should pre-determine a timeframe when it is too late to use electronic media.
- All adult employees and volunteers must be mindful when maintaining their separate personal accounts. Especially ministry dealing with youth.
- If youth are to engage in blogging as a part of an officially sanctioned organizational activity; such activity must be monitored by at least 2 adults, no youth should be identified by name or other personal information, and the content of such a blog must be in compliance with Catholic Church teaching and values.
- When members of the HNMPC (students, faculty, administrators and staff) are representing HNM in social media spaces regardless of whether these are considered professional or personal spaces consider the following guidelines:
 - Use good judgment-behave in a way that will make you and others proud and reflect well on the HNMPC-assume that all the information you have shared is public information.
 - Be respectful-comments should always treat others in a respectful, positive, and considerate manner.
 - Be responsible and ethical-because you represent HNMPC, stick to discussing only HNMPC-related matters. Share and interact in a way that will enhance your reputation, the reputation of others and the reputation of HNMPC, rather than damage them.
 - Be a good listener-keep in mind that one of the biggest benefits of social media is that it gives others another way to talk to you, ask questions directly and share feedback.
 - Be accurate and appropriate- Confirm accuracy of any information before posting or forwarding. Correct any mistake immediately and make it clear what has been done to fix the mistake. Apologize for the mistake if the situation warrants it. An HNMPC administrator should be notified of major mistakes immediately. Check all work for correct use of grammar and spelling before posting.
 - Be confidential-Online “conversations” are never private but do not publish, post, or release information considered confidential or private.

Enforcement

Holy Name of Mary Parish Community intends to enforce the policy set forth here. Failure to comply with any of the provisions of the Social Media Policy will be grounds for discipline, up to and including termination of an employee or removal from position, if a volunteer.

HNMPC reserves the right to make changes to this policy at any time and at its sole discretion, and interpret and administer the policy in light of changing circumstances and events.

***The full policy can be found online at www.www.hnmparish.org OR by emailing hnmschool@hnmschool.org

VERIFICATION/ACKNOWLEDGEMENT STATEMENT

Social Media Policy Acknowledgment Form

I, _____, hereby acknowledge receipt *** of the Holy Name of Mary Parish Community's Social Media Policy. I understand and hereby consent to its contents, application and enforcement:

Signature: _____

(Printed) Name: _____

Date: _____

Position: _____

OR Activity(ies) or Event(s) in which I am involved:

DEFINITIONS:

Definitions provide clarity and a common language.

- **Web 2.0:**
The term “Web 2.0” is commonly associated with Web applications that facilitate interactive information sharing. A Web 2.0 site allows the users to interact with other users, to change website content, to provide reaction to content, to share the site’s content with others or to filter content being provided by the site creator. This is in contrast with non-interactive websites, where users are limited to the passive viewing of information that is provided to them.
- **Blog:**
A blog (a contraction of the term “web log”) is a type of website, usually maintained by an individual, with regular entries of commentary, descriptions of events, or other material such as graphics or video.
- **Micro-blog:**
This form of multimedia blogging allows users to send brief text updates or to publish micromedia such as photos or audio clips, to be viewed either by anyone or by a restricted group, which can be chosen by the user. The content of a micro-blog differs from a traditional blog in that it is typically smaller in actual size and aggregate file size. *example: Twitter is a form of micro-blogging in which entries are limited to 140 characters.
- **Social network/Social Media:**
A social network is a Web 2.0 site that is entirely driven by content of its members. Individuals are allowed flexibility in privacy settings; in posting text, photos, video, links, and other information; and in level of interaction with other members.
This includes, but is not limited to the use of blogs/wikis, message boards/forums, Facebook, YouTube, Twitter, LinkedIn, etc.
- **Holy Name of Mary Parish Community (HNMPC):**
All personnel members of Holy Name of Mary including every aspect of its organization as represented within the Church, School, Faith Formation and all Pastoral Ministries. HNMPC includes clerics, paid employees, adult volunteers and youth/minors (under the age of 18)

Specifics to Establishing a Social Media Presence

The USCCB comments on the visibility of online social media communities as being vast and growing at a rapid pace. For example, there are more than 400 million active users on Facebook. This is far greater than the population of the United States. Therefore, it is important to remember online content is visible to anyone in the world so one must always be mindful about the nature of the information posted. Content should consistently represent the views and teachings of the Catholic Church. This being said:

- Approval from the pastor or approved designated administrative assistant, or principal is needed before seeking permission to establish a new site or account.
- Once granted, the new site should contain the official Holy Name of Mary logo or administrative approved images.
- A minimum of 2 adult individuals within Holy Name of Mary Parish Community should have full administrative access to the account (no minors should be granted administrative privileges.) One adult must hold official HNMPC paid status with additional adults may have volunteer status. The “official” HNMPC should be registered and have access to notifications of any page activity.
- Official sites should contain no personal views, photos, or personal information of the administrator and staff. Administrators should establish separate sites and pages for personal and professional use keeping established site usage policy.
- Personal pages and information should be neither advertised nor accessible to young people.
- Written permission must be obtained prior to posting photographs, videos or other identifying information, of minors/young people on websites. Photos should not contain identifying GPS data. A standard form for release of student work and photos is mandatory at the school and all other youth related programs including faith formation i.e. Life Teen, Edge, Confirmation, etc. Release form can be located within Attachment section.

- Post on any HNMPC Facebook page the following disclaimer: Due to the nature of Facebook, HNMPC does not necessarily endorse the content of individual wall postings. We reserve the right to remove objectionable content if and when we become aware of it.
- Post the following **“rules of conduct”** established by USCCB for visitors to their Facebook site: “All posts and comments should be marked by Christian charity and respect for truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective. No ads are to be placed directly on page. Direct any recommendations to be considered through appropriate channels.” Always block anyone who does not abide by the Code of Conduct.

***General “Rules of the Road” for the Administrator (once site has been established)

- Stick to your ministry and do not claim to represent the official position of the entire HNMPC. Be honest, professional and clear as to who you are and the ministry you represent.
- Avoid engaging in any postings/communication that could be misconstrued or misinterpreted.
- Respect the Parish, coworkers and audience. Do not post information about any of these entities that should be kept confidential.
- Prior to posting make sure you are following all copyright and fair use laws. Always attribute photos, quotes and information to original source/author.
- The site administrator/s are adults considered to be working with minors and thus should have completed all safe environment requirements per the Archdiocesan policy. **Virtus trained and fingerprinted plus an adult interacting with minors form.
- For more suggestions always consult USCCB’s website:
<http://www.usccb.org/about/communications/social-media-guidelines.cfm>

HNMPC WEBSITES-not interactive

- The website developer/administrator originates the authorized website for each group entity to represent the events, activities, and staff member’s information necessary for its specific needs.
- The web editor writes the copy, selects graphics, locates suitable links, and provides assistance to users of the site.
- The web editor trains and assists staff members who wish to upload their own content. Non staff members are not permitted upload access.
- The web editor and Website developer ensures that the website, website pages, and all links function properly.
- Information is added to the site as needed with ministry deadlines determined.
- Home page details are handled by the Web developer and communicated by the Web editor.
- Website user feedback is handled daily by the web editor and forwarded to appropriate staff members for follow-up as needed.
- The web editor regularly searches the internet for accuracy and proper representation of the HNMPC and attempts to correct errors in a timely manner.
- The website may include links only to non-commercial sites that are not in conflict with the sited mission and goals of the ministry.

PARENTAL RELEASE FOR CHILD - NON-COMMERCIAL

This section to be completed by Archdiocese/School/Parish.

Archdiocese/School/Parish: **HOLY NAME OF MARY SCHOOL**

Class/Activity:

USE OF CHILD'S INFORMATION IN PUBLICATIONS, INTERNET AND OTHER MEDIA

The Archdiocese/School/Parish intends to use your child's image, name, voice and/or work for the following non-commercial purposes (describe class/activity, date(s) if applicable):

VARIOUS SCHOOL ACTIVITIES FOR THE 2012-2013 SCHOOL-YEAR

The following person(s)/entity not connected to the Archdiocese/School/Parish will be involved in the class/activity: **NOT APPLICABLE**

This section to be completed by Parent/Legal Guardian:

I, _____ (name), am the parent or legal guardian of
_____ (child's name), a minor. I hereby authorize the
Archdiocese/School/Parish to use the following personal information about my child:

Please initial the applicable boxes

Image/visual likeness: yes no Voice: yes no

Name: yes no Work: yes no

I understand and agree that my child's image, name, voice and/or work (the "Personal Information") will be used for the particular reasons identified above. I further understand and agree that the Archdiocese/School/Parish may use the Personal Information for other non-commercial purposes, including, but not limited to, publicity, exhibits, electronic media broadcasts or research. I understand and agree that the Personal Information of my child may be copied, edited and distributed by the Archdiocese/School/Parish in publications, catalogues, brochures, books, magazines, exhibits, films, videotapes, CDs, DVDs, email messages, websites, or any other form now known or later developed (the "Materials").

The Archdiocese/School/Parish may use the Personal Information at its sole discretion, with or without my child's name or with a fictitious name, and with accurate or fictitious biographical material. The Archdiocese/School/Parish will not use the Personal Information for improper purposes or in a manner inconsistent with the teachings of the Roman Catholic Church.

I waive any right to inspect or approve any Materials that may be created using the Personal Information now and in the future. While the Archdiocese/School/Parish will take care to maintain the particular intents and purposes of the photographs or electronic recordings, editing may be necessary to obtain the best results. I release and discharge the Archdiocese/School/Parish and its employees and agents from any liability that may arise out of the making or editing of the photographs or electronic recordings, including but not limited to, distortion, blurring, alteration, optical or auditory illusion or use in composite form.

In exchange for the Archdiocese/School/Parish's giving my child an opportunity to participate in the class/activity, I hereby agree that neither I, nor my child, will receive monetary compensation, royalties or credit

for use of the photographs or electronic recordings by the Archdiocese/School/Parish. I understand and agree that the Archdiocese/School/Parish shall be the owner of all right, title and interest, including copyright, in the photographs, electronic recordings and Materials. If the

Archdiocese/School/Parish intends to use the Materials for a commercial purpose, I will be provided at that time with information about the terms of the commercial use.

I hereby waive, release and forever discharge any and all claims, demands, or causes of action against the Archdiocese/School/Parish and its employees, agents, contractors and any other person, organization, or entity assisting them with the photography, electronic recording or Materials, for damages or injuries in any way related to, or arising from the photography, electronic recording or Materials, or the use of the Personal Information, and I expressly assume the risk of any resulting injury or damage.

I further understand and agree that this Authorization remains in effect until it is withdrawn in writing. I understand that if I change my mind about this Authorization, that I will submit another, new authorization form to the Archdiocese/School/Parish. However, my new authorization will not have the effect of revoking this Authorization, and the Archdiocese/School/Parish will have no duty or obligation to make any changes or alterations to any Materials that may have been prepared based on this Authorization.

I represent that I have read this Authorization, understand the contents and am able to grant the rights and waivers it contains. I understand that the terms of this Authorization are contractual and not mere recitals. I am signing this document freely and voluntarily.

Signature: _____ Date: _____

Name: _____ Relationship to Child: _____

Address: _____ Telephone: _____

Name of Child: _____ DOB: _____

ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR ELECTRONIC COMMUNICATIONS [“ARCHDIOCESAN AUP”]

The school is subject to the archdiocesan Acceptable Use and Responsibility Policy for Electronic Communications (“Archdiocesan AUP”). The policy provides that all electronic devices used on the premises of the preschool, school or parish must be used responsibly, legally, safely and charitably. Electronic communications made to or on behalf of the preschool are also subject to these rules of responsibility, legality, safety and charity. Users should note that the Archdiocese reserves the right to monitor the use of electronic devices that belong to the preschool, school and/or parish.

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles (“Archdiocese”) or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit (“Location”) is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

5.1 Definitions

Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, Blackberries®, and other wireless equipment that may be created in the future.

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

5.2 Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).
- b. All electronic communications devices and materials taken from the Premises for use at home or on the road.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- e. All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

5.3 Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials,

including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

5.4 Guidelines for Email Correspondence and Other Electronic Communications

- a. All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure.
- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- d. Postings to "All Employees," "All Parents," "All Seminarians," "All Parishioners" and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- f. Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- g. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are "ON" and functioning.
- j. Content filters for minors may NOT be disabled or turned "OFF" without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- k. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- l. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location's information systems, a detailed disaster recovery plan may need to be developed.
- m. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- n. Information systems hardware should be secured against unauthorized physical access.

5.5 Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- l. Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- q. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- r. Access or manipulate services, networks or hardware without express authority.

Holy Name of Mary School
Technology and Personal Electronic Device Use Contract
(AUP)

As a member of Holy Name of Mary School community, a Christian learning community, I do my best to live as God intended and Jesus exemplified. Therefore,

- I will respect others by not writing or saying anything that is hurtful or not true.
- I will respect the work of others by identifying the author and where it came from (source), whether online or in print.
- I will respect other people's computer files and not open, move, or delete them.
- I will respect other people's user information and will not use it or share it with others.
- I will take care of the school computers and other technology tools so that others can use them, too. (Technology tools include flash drives, printers, headphones, microphones, cameras, scanners, SmartBoards, graphics tablets, and other items.)
- I will only use the Internet when given permission by a teacher.
- At school, I will only use the websites, blogs, or other social networking sites that are assigned by a teacher.
- When using the Internet, I will notify a teacher immediately if I accidentally access "inappropriate" websites.
- I will not change or modify any computer, in any way, unless asked to do so by a teacher.

Personally-owned Electronic Devices/Cell Phones

If I choose to bring in and use my personal laptop and/or other electronic device (Nook, Kindle, iPad, Cell phone, etc.), I understand that I may use it only when given permission by a teacher. This includes using the camera on my device, accessing the internet, and/or any apps or programs on my devices. I also understand that:

- I may not have my cell phone on me during school hours unless directed by a teacher.
- I am responsible for the safety and security of my laptop and/or electronic device/cell phone.
- I am responsible for bringing my device to school fully charged.
- I may not take or post pictures/videos during school hours or post to any social media sites unless directed by teacher.
- My electronic devices and/or cell phone must be powered off unless directed by a teacher.
- I may not send or receive personal emails and phone calls during school hours.
- I may not read and/or send e-mails, text messages, or make phone calls from personal accounts during the school day unless directed by a teacher.

If any of the above guidelines are violated, the following measures may be taken at teacher/administrator discretion:

- Personal device confiscated/loss of privilege to use school device
 - Personal device will be returned only to the student's parent or legal guardian
 - Depending on the circumstances, the student may be denied the right to bring the device to school or use school devices.
- Repeat violations of the policy will result in further disciplinary measures appropriate to the circumstances, including expulsion if warranted.
- If a device is used for cheating, the student will receive a "0/F" for assignment and appropriate disciplinary action will be taken.

Electronic mail (email), Instant messaging (IM) and web site visit history on school or personal devices **is not private**. Student content viewing will be monitored by HNM personnel to ensure adherence to policy. Any illegal use will be reported to the proper authorities.

***Although HNM Faculty and Administration have Internet safety measures, policies and procedures securely in place, the possibility of inadvertent exposure to inappropriate content unfortunately remains.**

Please cut here and return bottom portion to school.

Check, fill in and sign all that apply:

- I **have read and understand the rules and consequences** that apply when I use a school-owned device and/or bring my own device on to the school campus.
- As the parent/ guardian of _____, I give my **permission to use school** devices in a manner that is deemed acceptable to Holy Name of Mary Faculty and Administration.
- My child has **permission to bring** his/her personal device to school.

Student Signature _____ Date _____ Grade _____

Parent Signature _____ Date _____