



***Saint Mark Catholic School***

*1024 Radcliffe Street  
Bristol, Pennsylvania  
2009 - 2010*

**This handbook contains current policies and procedures of St. Mark School. The school may change any of its policies and procedures and apply them as circumstances dictate. If you have a question about a particular policy or procedure please contact the Principal.**

## **Admissions and Registration**

### **General Policies**

No child will be denied admission to St. Mark Catholic School on the basis of creed, race, or ethnic origin.

### **Kindergarten to 8<sup>th</sup> Grade**

The child must be 5 years old by September 1<sup>st</sup> to be admitted to Kindergarten.

The child must be 6 years old by September 1<sup>st</sup> to be admitted to First Grade.

All new students entering K-8 must have the following:

- Birth Certificate (Grades K and 1<sup>st</sup>)
- Baptismal Certificate (if not baptized at St. Mark Church)
- Record of Immunizations (Grades K and 1<sup>st</sup>)
- Child's Social Security Number
- Registration Fee
- Transfer Slip (if coming from another school)

### **Re-Registration**

Families registered in our school are required to re-register **annually** in February. All financial obligations must be current before re-registration can be processed. If financial obligations are not current and you have registered your child/ren, the money will be applied to your past due tuition.

### **Transfers**

The student will be given a transfer slip on his/her last day of school. School records will be forwarded to the child's new school upon request from that school if all financial obligations are satisfied.

### **Tuition**

The Smart Tuition Company provides the parents/guardians with information concerning the type of payments that are available. If there is a problem with Smart Tuition, please call the parish office at 215-788-2319 and ask for the business manager. **All financial responsibilities must be satisfied in order for your child to receive his/her report card.**

### Legal Custody Issues

It is the responsibility of the parents/guardians to inform school personnel when legal custody of the child/ren resides with one parent/guardian. It is important for the school to have a copy of the custody decree. This will help school personnel make effective decisions when the need arises. Custodial parents/guardians are likewise asked to supply the school with copies of restraining orders if the need arises.

A child will not be released to a parent/guardian that does not have physical custody, without the written consent of the custodial parent/guardian. To determine the custodial parent/guardian, all separated or divorced parents/guardians of children enrolled in the parish school must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This Court Order/Custodial Agreement is placed in a confidential file.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

The school requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. A copy of this agreement is available in the school office.

### Academic Progress

#### **Homework**

Homework is a reinforcement of the teaching presented in the classroom and a preparation for class. Parents/Guardians are asked to help their child develop good study habits and assume responsibility for supervising their child's homework.

**The school realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond class time.**

#### **Progress Reports**

Approximately six weeks before report cards are issued, progress reports will be sent to the parents/guardians. The progress report must be signed by the parent/guardian and returned to the teacher.

#### **Report Cards**

Report Cards must be signed and returned as soon as possible. Report Cards will not be given to children whose tuition is not current.

Class participation, home study, and assessments, as well as credit for class projects and activities in various areas, are combined in order to obtain a report card average.

Report cards are issued three times a year to students in Grades 1 through 8. Kindergarten students receive progress reports for each trimester. Each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements:

- Assessments
- Quizzes
- Oral and written reports
- Independent classroom work
- Active participation in classroom lessons and activities
- Homework
- Projects
- Copybooks

## **Honors Criteria**

4<sup>th</sup> to 8<sup>th</sup> Grades

First Honors

- 90 or above in all academic subjects
- 3 or 4 in Art, Music, Physical Education and Technology
- 3 or 4 in Personal and Social Growth and Effort and Study Skills

Second Honors

- 85 or above in all academic subjects
- 3 or 4 in Art, Music, Physical Education and Technology
- 3 or 4 in Personal and Social Growth and Effort and Study Skills

1<sup>st</sup> to 3<sup>rd</sup> Grades

First Honors

- O and VG in all academic subjects
- 3 and 4 in Personal and Social Growth and Effort and Study Skills

Second Honors

- G and VG in all academic subjects
- 3 and 4 in Personal and Social Growth and Effort and Study Skills

## **Conferences**

Parent/Guardian-Teacher Conferences are scheduled at the first report card trimester for Grades K to 8. Every parent/guardian **must meet** with the classroom teacher and receive their child's report card. No phone conferences will be scheduled for the first report card. If financial obligations are not current, no conferences will be held for that student.

## **Promotion or Retention**

Student progress is monitored throughout the school year. At the first report card period, the parent/guardian is informed of the student's academic, social, and emotional progress. The teacher will contact the parent/guardian of a student who continues to experience difficulty to discuss the possibility of retention and support services. If retention is indicated, the parent/guardian will receive an official notification, which must be signed and returned.

**Promotion or retention is at the discretion of the teacher, in consultation with the Administration.**

## **Graduation**

Eighth grade students who have completed the prescribed course of study and maintained a suitable discipline record are eligible for graduation if all financial obligations have been met. Procedures for graduation are determined by the Administration and the eighth grade teacher.

## **Closing Exercises**

Participation in closing exercises is a privilege, not a right. The school has the right to deny any student from participating in closing exercises if, in the view of the school, the student's conduct, academic, or disciplinary record indicate that the privilege should not be extended.

## **Books and Materials**

Each student must use a book bag. All lost or damaged books must be paid for in full. All books must be covered during the first week of school. Books must be covered throughout the year. If a cover is destroyed, it must be replaced.

## **School Library**

Students in grades K to 8 have access to materials from the Library.

The students must observe the following rules when using the Library:

- All books must be returned within the prescribed time.
- There is a fine of twenty-five cents per day for overdue books.

If a book is lost or damaged, it must be paid for by the parent/guardian.

## **Communication**

### **Family Folders**

The family folder will come home weekly with the oldest child in each family. Please remove the information, read it and sign the folder to acknowledge that you have received and read the information. Please return the folder to school the next day. If a family folder is lost, a \$1.00 fee will be charged for a new folder.

### **Change of Address and Phone Number**

The school office must be informed **in writing** of any change in address or phone number. This also includes any emergency contact number. An emergency contact must be available during school hours.

### **Appointments and Conferences**

If a difficulty should arise concerning your child's conduct or academic work, please contact the teacher involved before bringing the matter to the attention of the Principal.

Parents/Guardians should write to the teacher to arrange a conference. Conferences with teachers must be before or after school. If held during school hours, it will be at the discretion of the Principal.

### **Attendance**

Regular attendance is expected of every student in order for the student to make regular progress in his/her studies. Regular attendance of the student is the responsibility of the parents/guardians.

### **Absences**

Please call the school by 7:45 AM to inform us that your child will not be in school. Your child's safety and welfare are of great importance to us.

A pupil who has been absent from school must bring a written note signed by the parent/guardian stating the reason and the date(s) of the absence. The teacher or the Principal will investigate excuses of a doubtful nature.

### **A doctor's note is required for an absence of three or more days.**

In accordance with the state of Pennsylvania, after numerous absences a conference with parent/guardian, teacher, and principal will be held to discuss the child's illness.

**If an absent note is not received from the parent/guardian within 3 days after the child returns to school, a "1" will be recorded on the child's roll slip, which denotes parental neglect.**

## **Lateness**

Late students must report to the school office for a late slip in order to be admitted to class. A record is kept of all lateness. Lateness impacts the perfect attendance record and constitutes a serious infraction. School begins at 7:35 AM.

## **Early Dismissal - Individual Students**

Parents/Guardians or an authorized person must report to the school office to meet the student and to sign the student out. No student may leave the school building at any time without a parent/guardian or an authorized person.

## **Perfect Attendance Certificate**

In order for a Perfect Attendance Certificate to be awarded, the student **must be present and on time** each instructional day.

## **Expectations for Student Behavior**

Saint Mark students are expected to be courteous, respectful, and cooperative to all members of the school and parish community.

Infractions may include incomplete homework, out of uniform, and discourteous, disrespectful, and uncooperative behavior, etc. Gum chewing is not permitted in or around school premises.

Most infraction consequences are at the discretion of the teacher.

Serious infractions may include smoking, vandalism, deliberate disobedience, defiance and striking another member of the school community, etc.

If a problem is serious enough where the Principal and Pastor's attention is needed, suspension may result based on the nature of the seriousness. Suspension may lead to dismissal if a student's behavior does not improve.

## **Dress Code**

Neatness and cleanliness in personal attire is expected.

**Please write your child's name on all the labels in sweatshirts, sweaters, jackets, gym clothes, etc.**

## **Girls**

### **Hair Styles and Grooming**

No outlandish styles or haircuts are permitted.

Hair dye is not permitted.

Nail polish or artificial nails are not permitted.

No makeup is to be worn.

## **Jewelry**

Because of the loss of jewelry, only the following may be worn:

- A necklace with a cross or religious medal
- A watch
- ONE PAIR of small post earrings: **no dangling or cartilage earrings.**

**Girls Summer Uniform** - May be worn until September 30th and beginning May 1st

**Grades 1 to 8**

- Cuffed, khaki shorts (Capri pants are not permitted)
- Black or brown belt
- Navy or white short sleeved polo shirt, embroidered
- White socks (Must cover the ankle.)
- White sneakers
- Plain, white shirts may be worn underneath the blouse (no colored shirts permitted).
- **No "hoodie" or non-regulation sweatshirt/sweater of any kind may be worn during class.**

**Girls Winter Uniform** - To be worn from October 1<sup>st</sup> through April 30<sup>th</sup>

**Grades 1-5**

- "Black Watch Plaid" tunic with belt (Must be knee length.)
- Long or short-sleeved white blouse, Peter Pan collar
- V-neck or cardigan navy blue sweater, embroidered
- Navy blue knee socks or navy blue tights
- Dark blue, black or brown tie shoes with a rubber sole (no colored laces)
- Plain, white shirts may be worn underneath the blouse (no colored shirts permitted).
- **No "hoodie" or non-regulation sweatshirt/sweater of any kind may be worn during class.**

**Girls Grades 6-8**

- "Black Watch Plaid" kilt skirt (Must be knee length.)
- Long or short-sleeved white oxford blouse
- V-neck or cardigan navy blue sweater, embroidered
- Navy blue knee socks or navy blue tights
- Dark blue, black or brown tie shoes with a rubber sole (no colored laces)
- Plain, white shirts may be worn underneath the blouse (no colored shirts permitted).
- **No "hoodie" or non-regulation sweatshirt/sweater of any kind may be worn during class.**

**Boys**

**Hair Styles and Grooming**

Hair must be neatly trimmed, not touching the shirt collar and not below the eyebrows.

No outlandish styles, hair color or haircuts are permitted.

**Jewelry**

Because of the loss of jewelry, only the following may be worn:

- A necklace with a cross or religious medal
- A watch

Boys may not wear earrings.

**Boys Summer Uniform**-May be worn until September 30<sup>th</sup> and beginning May 1<sup>st</sup>

**Grades 1 to 8**

- Khaki shorts (no cargo shorts)
- Black or brown belt
- Navy or white short-sleeved polo shirt, embroidered (must be buttoned)
- White socks (Must cover ankle)

- White sneakers
- Plain, white shirts may be worn underneath the shirt (no colored shirts permitted).
- **No “hoodie” or non-regulation sweatshirt/sweater of any kind may be worn during class.**

**Boys Winter uniform** - To be worn from October 1<sup>st</sup> through April 30<sup>th</sup>

**Grades 1-5**

- Khaki slacks (no cargo pants)
- Long or short-sleeved white embroidered polo shirt
- Brown or black belt
- V-neck or cardigan navy blue sweater, embroidered
- Brown, white or navy socks (Must cover ankle)
- Black or brown tie shoes with a rubber sole
- Plain, white shirts may be worn underneath the uniform (no colored shirts permitted).
- **No “hoodie” or non-regulation sweatshirt/sweater may be worn in class.**

**Grades 6-8**

- Khaki slacks (no cargo pants)
- Long or short-sleeved white oxford button down shirt
- Uniform tie
- Brown or black belt
- V-neck or cardigan navy blue sweater, embroidered
- Brown, white or navy socks (Must cover ankle)
- Black or brown tie shoes with a rubber sole
- Plain, white shirts may be worn underneath the uniform (no colored shirts permitted).
- **No “hoodie” or non-regulation sweatshirt/sweater may be worn in class.**

Boys may not wear corduroy or cargo pants.

**Kindergarten**

Kindergarten students will wear the gym uniform each day.

**Summer Uniform** from the beginning of school until September 30<sup>th</sup> and May 1<sup>st</sup> through the end of their school year.

**Winter Uniform** from October 1<sup>st</sup> through April 30<sup>th</sup> .

**Gym Uniform - Girls and Boys**

**Summer** - To be worn until September 30<sup>th</sup>, and beginning May 1<sup>st</sup>

Dark blue mesh shorts

Gray T-shirt with silk-screened logo

White socks (Must cover ankle)

Sneakers

**Winter** - To be worn from October 1<sup>st</sup> through April 30<sup>th</sup>

Dark blue sweatpants

Sweatshirt with silk-screened logo

White socks (Must cover ankle)

Sneakers

**No jewelry may be worn on gym day.**

**Children must wear St. Mark uniform gym shorts only.**

Dress code violations will result in after school detention at the discretion of the teacher.

**Gym uniforms are available at:**

**JR Sports**

312 Mill Street, Bristol, PA

215-785-1425

**School shoes may be purchased at:**

**Ballow's Shoe Store**

308 Mill Street, Bristol, PA

215-788-2857

**Monogramming**

Monogramming is available at:

**Great ID's By Anne**

255 Radcliffe St.

Bristol, PA 19007

215-785-2350

**Dress Down Day**

- Appropriate clothing must be worn
- **SNEAKERS ONLY** ( Accidents have occurred during the year because of inappropriate shoes.)

**General Supervision on School Grounds**

**Arrival**

A child must come directly to the schoolyard between 7:25 AM and 7:35 AM. A teacher is in the schoolyard at 7:20 AM to provide supervision until the students enter the building. Students are not to enter the building without permission or prior to the beginning of the school day. In the case of inclement weather, students may go directly to the classroom. **The school is not responsible for students on the premises during unsupervised times.**

**Regulations**

Entry is not permitted into the school building before school, at recess or lunch, or after dismissal at any time, unless a member of the school staff gives explicit permission to do so. No student may leave the school premises at any time without permission. No student may be alone in a classroom. A violation of these regulations may result in automatic suspension. Every student must stay within the established boundaries when outdoors for morning and lunch recess.

**All visitors must report to the school office and receive a visitor's pass.**

Students are not permitted to open the school doors to anyone except for faculty or school personnel.

## **Dismissal**

Students are dismissed from their classroom by their teachers at 2:00 PM. No child may leave the building prior to dismissal without the Principal's permission.

If a child is not picked up by 2:00 PM, he/she **will be placed in CARES**, where parents/guardians will be assessed a fee.

## **Health**

### **School Nurse**

The school nurse is provided by the Bristol Borough School District, based on the school's enrollment, on days selected by the district.

### **Illness or Injury during School Hours**

Teachers are trained and certified in CPR and the use of the AED machine, which is located in the gym. Care given in the school is limited to first aid in accidents or illness until the parents/guardians can be reached to take the child home, to the doctor, or to the hospital. If the parent/guardian cannot be reached, the school will call the paramedics, if deemed necessary by the Administration.

The school nurse is here to handle situations that occur during the school day, and NOT for lingering illnesses that have been noticed at home.

**No faculty, staff, or administration may administer medication at any time to a student.**

### **Medical Records**

The Commonwealth of Pennsylvania has mandated that all students entering the Kindergarten or First Grade present documented proof that immunizations have been received.

After the basic series of three Oral Polio Vaccine, Diphtheria and Tetanus, boosters are due between 4 and 6 years of age. This should be followed by a Diphtheria-Tetanus booster between 14 and 16 years of age with a subsequent booster every ten years. Each child is required to have a Tuberculin Tine test within a three-month period prior to entering school. Please inform the school nurse, in writing, when boosters are given. Other immunizations may be required. **Failure to provide records will result in a dismissal from school until records are received.**

### **Emergency Contact Forms**

The school requires the parents/guardians of each student to complete two emergency contact forms provided by the school. It is important that the information on this form is accurate and up to date, so that the school can contact the parent/guardian in the event of an emergency. An emergency contact is someone who must be able to pick your child up due to an illness or emergency. **Please notify the school if any of this information changes.**

### **Medications**

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, it should be taken by the student in the presence of the school nurse. No medications should be placed in lunch boxes or

school bags for students to self-administer. All medications **must** be taken in the nurse's or the school office.

Parents/guardians are required to sign the medication authorization form, which is available from the school, if the student must take medication at the school.

Prescription and non-prescription over the counter medications must be in the original container with a note from the parent/guardian and physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication. Medications may be sent in by the day or week. It is not recommended that students carry a full prescription bottle to be taken back and forth daily.

If your child has a specific medical problem, please notify the classroom teacher and the nurse in writing of the problem, including frequent trips to the bathroom. **Medic-Alert bracelets are strongly recommended for any child with a medical problem (asthma, diabetes, seizures and other chronic illnesses).**

### **Transportation**

Before the school year begins, parents/guardians complete a form identifying their child/ren's transportation arrangements. **(Any change in these arrangements must be made in writing, even if it is a change for only one day. Transportation changes will not be made over the phone.)**

#### **Bus**

The local public school districts provide bus transportation for students who reside at a distance greater than one mile from the school.

Students who ride the school bus are expected to behave in a safe and orderly manner at all times. Failure to do so will result in their being denied the privilege of riding the bus.

Students must ride the same bus both morning and afternoon as assigned to them by the school district. Bus riders are not permitted to walk home unless the parents/guardians send a note to the teacher and the Principal asking permission for this exception.

**Please do not request permission, written or verbal, from the Principal or teacher for a student who is a non-rider to take the bus to any location on a given day. The school is not in a position to grant such a request. If you wish to pursue such a change, you may call the transportation office of the local public school district.**

#### **Bus Safety**

It is extremely important that all students realize their individual responsibility toward the safe transportation of students to and from school on the school bus. For this reason, the following regulations will be enforced:

- No student may stand while the bus is in motion.
- No student may throw anything from the window of the bus, nor may a child extend his/her head, arm or leg out the bus window.
- No student may deface the bus property in any way.
- No student may raise his/her voice on the bus above the tone used in normal conversation.
- Each student must answer the bus driver and student safety in a respectful manner at all times.

## **Cars and Walkers**

Everyone's safety is our concern. Please do not drive into the front schoolyard to drop off or pick up your children before or after school. This could create a hazardous situation and could jeopardize the safety of our students.

## **Crossing Guards**

Crossing guards are provided by the Bristol Borough Police Department. They are not employees or under the direction of our school. The school is not responsible for the conduct of crossing guards or for insuring that crossing guards are posted as scheduled.

## **CARES Program**

### **"Children Are Receiving Extended Services"**

After school child care is available every day school is in session, except the day before a holiday and half days.

The afternoon services are available from 2:00 PM. until 5:45 PM.

There is a fee for this program. Any children picked up after 5:45 PM will be assessed a late fee.

## **Vacation Policy**

- **Vacation during the school year is strongly discouraged.**
- Classroom teachers **must** be notified at least two weeks in advance in writing of a family vacation during the school year.
- Any projects or writing assessments that are due during your vacation must be handed in before leaving for vacation.
- **Any projects or writing assessments presented while the child/ren is away must be handed in a week from the return date of the trip.**
- Work will be assigned during the child/ren's vacation or at the discretion of the teacher, Any missed work must be made up when the child returns.

## **Emergency Drills**

Shelter In Place, Lockdown, and Fire Drills are practiced throughout the school year.

## **Telephone - School Office**

The telephone in the school office is for school business only.

If a child is detained at school for any reason without prior notification, permission will be granted to use the phone. Urgent messages for students will be relayed to them from the school office. Messages can be given to the school secretary and they will be given to the appropriate teacher.

## **Cellular Telephones/Cameras/Handheld Electronic Games/ I Pods/MP3 Players**

- Cameras are not permitted in school to take pictures of students, faculty, staff, etc. because of the Archdiocesan Photo-Release Policy.
- Cell phones, hand held games, Ipods, MP3 players or other electronic games or devices brought from home may not be used during school hours. **They must remain turned off and in the schoolbag at all times.** In the event a cell phone is ringing or being carried by a student, the phone will be taken from them and only released to a parent or guardian.

## **Lunchtime**

The lunch period is from 11:30 AM to 12:10 PM.

## **Early Dismissal**

Early dismissal will be noted on the monthly calendar.

## **The Wellness Program**

Lunch may be purchased through the Nutritional Development Program. A healthy snack may be brought from home. No soda, juices high in sugar, or candy is permitted.

**Fast food is not permitted.**

## **Emergency Closing**

Any time there is a possibility of an emergency closing, late opening of school, or emergency early dismissal, parents/guardians are requested to listen to the radio, or watch the television. Please inform your child/ren as to where they should go if an emergency closing should be necessary during school hours, especially if you are working parents/guardians. They should be aware of some prearranged destination. Our school closing number is 750.

Radio stations are:

Local	WBCB 1490 AM
Philadelphia	KYW 1060 AM

## **Field Trips**

The planning of field trips to supplement class instruction is desirable and most worthwhile. Parental permission slips are **REQUIRED** from each pupil who goes on the trip. A faculty member assisted by other adults must accompany the students on any field trip.

A class trip is a privilege, which can be taken away if a teacher deems it appropriate. Students who are not permitted on a field trip either by their parents/guardians or by the teacher must report to school, as that day is not a school holiday.

If tuition is not current, students will not be permitted to attend the field trip.

## **Home and School Association**

The Home and School Association of our parish school has set as its objective the advancement of Catholic education and the welfare of all of the school's students. Opportunities are provided for parents and teachers to work together for the good of the students. The Association promotes parent-school activities to increase members' interest in education and civic affairs, and conducts fundraising activities. Members of the Home and School Association can be contacted through the school office.

The Home and School Association has always and continues to play an important role in raising funds to support school programs, and provide for equipment, renovations, and educational materials.

All parents/guardians are encouraged to be members of the Home and School Association.

## **Volunteers**

The assistance of volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families, which helps in building a strong learning community. Volunteers assist in some of the following ways:

Library Aides, Classroom Aides, Homeroom Mothers, Chaperones.

All volunteers must report to the school office for a visitor's pass, **which must be returned to the school office after the visit.**

**Volunteers must have updated Criminal and Child Abuse Clearances every 5 years. All volunteers must also take the Standards for Ministerial Behavior Course.**

## Acceptable Use Policy for Technology

Catholic Schools of the Archdiocese of Philadelphia

### **Purpose**

Technology is a valuable educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including, but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

### **Goal**

The school's goal is to prepare its members for life in a digital, global community. To this end, the school will:

- provide a variety of technology based tools
- teach technology skills
- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship

### **Responsibilities of User**

Our schools will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

### **Technology Use Guidelines**

**Educational Purpose/ Appropriate Use:** All technology use and Internet access at schools for all faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.

**Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law. When using school technology, teachers and students are to use their assigned user name and password at all times. Each person is reminded to log off of their assigned account before leaving a computer unattended.

**Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include: Teacher school web page, teacher school email, teacher school phone number and educationally focused networking sites.

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

**Electronic and Mobile Devices:** Use of any technology oriented device in our schools should have an educational focus. Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal digital assistants (PDA), calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.

**Examples of Unacceptable Uses:**

Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.

Users must not use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.

Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password. Users must not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission. Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.

Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.

Users are not to plagiarize content and may not present the work of another as their own without properly citing that work. Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. Users must not use technology for any illegal activity.

Use of the Internet for commercial gains or profits is not allowed from an educational site.

**Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.

**Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of

Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.

Issuance of demerits/detentions, if applicable.

Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.