Immaculate Heart of Mary School Technology Policy (Elementary/Junior High)

Respecting Technology: We firmly believe that everyone must respect technology.

I. **Computer Use:**

A. i) Students will not have access to computers during recess time. The recess period is designated for snacking, socializing and interacting.
ii) At lunch time, when the weather is inclement and students do not go outside, a schedule for the students will be assigned by the Classroom Teacher.
iii) There is to be no food or drink in computer area.

B. **Websites:**
i) Social networking (i.e., Facebook) and chat programs (i.e., MSN) are not permitted.
ii) Students are not permitted to use streaming video and music websites such as Youtube unless directed by a teacher.
iii) Email can only be used under a teacher's supervision.

C. **Web Content:**
i) Students are to seek permission from their teacher before accessing any website.
ii) Students are not permitted to install any games or software.

D. **Computer Hardware**
Students must ask a teacher for permission in order to make changes to any computer or software.

E. **Wireless Network**
Students will not have access to the wireless network.

II. **Smart Boards**
i) Smart Boards are to be used for educational purposes only.
ii) Students are not to use a Smart Board unless he/she is given permission by the teacher.

III. **Cell Phones**
Cell phones are not permitted in class. They must be kept in the student's locker and are not permitted to be used during school hours or during school activities.

IV. **Music Devices**
Music devices with headphones are permitted at recess time and lunch hour. Parents are responsible for the music their child has on his or her music device. Should the content be inappropriate, the home would be contacted and the device would be held in the office.

V. **Headsets**
Each student is required to have a designated headset stored in the Computer Lab for applications requiring sound. A headset sold at the dollar store is adequate.