



**St. Olaf Catholic School
RESPONSIBLE USE POLICY
OF DIGITAL TECHNOLOGIES & COMMUNICATIONS
Academic 2026 - 2027**

FOUNDATION

St. Olaf Catholic School acknowledges that digital technologies and communications are deep influences at all levels of education, the workplace, the community, the home, and personal lives. Within the context of education, incorporating digital technologies in the classroom, in every subject and in every specialty, is fundamental to a complete and contemporary Catholic school learning experience.

St. Olaf is committed to guide students, faculty and staff on how to engage traditional learning with contemporary technology and develop the personal responsibility required to ensure legal, ethical, and safe use of all aspects of digital technology.

This is the philosophical foundation of The Responsible Use Policy of Digital Technologies & Communications, henceforth referred as RUPDTC. (*St. Olaf Catholic School reserves the right to amend, add to, or rescind from any portion of this policy, at any time, with due notice to the school community.*)

1.1A SCOPE of POLICY

RUPDTC applies to *any* digital technologies and communications devices/systems (including personal wearables) and their use. Policy conditions are applicable to students, administrators, faculty, staff, student teachers, faculty substitutes, special education staff, volunteers, parish employees, parishioners or community members who use any digital technology resources on school property, 24 hrs. a day every calendar day. The RUPDTC is also applicable to *any* event taking place on school property and always enforceable during a standard calendar year. This policy and its conditions are effective at St. Olaf Catholic School, McNamara Center & Church located at 1793 S Orchard Dr., Bountiful, UT 84010.

Digital processing and communications are virtual, always interconnected without any discernible physical boundaries. St. Olaf Catholic School recognizes that in some cases, outside-of-school or non-academic, personal use, of digital technologies and communications may also affect matters/issues related to school and its community members. This is why RUPDTC may be applicable and enforceable outside the physical/operational/time boundaries of the school.

When personal outside use and practices of technologies or use of digital communications threatens or impacts matters or issues related to school or any individual(s) personal welfare, it may be assessed as a violation of the RUPDTC and may trigger intervention measures outlined in Section 1.10 of this policy document.

The types of technologies, digital devices and communications this RUPDTC is applicable to, but is not limited to are: WWW, online/internet, Cloud-based services, AI/AGI Chatbot, virtual or meta environments, social networking services, text messaging, SMS, email, VOIP, chat, instant messaging, smart phones, personal computers, tablets, laptops, digital imaging devices, smart watches, GPS, airborne drones or land vehicles, or any other realized technologies emerging during the time interval of any date of publication or applied revisions of this policy document.

1.1 B REMOTE/HYBRID/REVERSE/AT-HOME LEARNING

It is understood and agreed by all individuals, minor and adult, parent, guardian and/or family members, that while enrolled at St. Olaf Catholic School, Remote/Hybrid /Reverse/At Home Learning, all policies, terms, and conditions stipulated in this RUPDTC and the school's current Student/Parent Handbook, are in effect and enforceable. It is assumed under bona fides that all individuals outside of the school participating in such learning comply with the RUPDTC.

1.1 C FAIR USE/PUBLIC DOMAIN/COPYRIGHT USE OF DIGITAL CONTENT

All users are to be informed on the practice and basic doctrines of 'Fair Use', as well as the conventions of use of public domain digital resources and content [curated or not] as per the guidelines charted by Creative Commons (<http://creativecommons.org>). Fair use is a legal doctrine that promotes freedom of expression by permitting the unlicensed use of copyright-protected works in certain circumstances. Section 107 of the Copyright Act provides the statutory framework for determining whether something is a fair use and identifies certain types of uses— such as... teaching, scholarship, and research. [www.copyright.gov/fair-use/more-info.html] It is assumed under bona fides that all individuals comply with the USA Copyright Act of 1976.

1.2 COMMITMENT STATEMENT TO SAFETY and COMPLIANCE

St. Olaf Catholic School, in association with industry specialists and UEN, proactively designs, contracts, implements and monitors a professionally based, safe and secure digital technologies and communications physical and virtual environment for all students, faculty and staff through compliance and implementation of guidelines outlined by the Federal Child Internet Protection Act (CIPA); the Children's Online Privacy Protection Act (COPPA); any extendible implementations by the state of Utah of the California Consumer Protection Act (CCPA); the Family Educational Rights and Privacy Act (FERPA); Utah State Statutes HB 464 (...social media), SB 194 (...keep children safe), the Utah Education Network/iBoss NetFiltering system; the National Center for Missing & Exploited Children® (NCMEC) NetPositive®; and the Diocese of Salt Lake City Policies/ Procedures/Forms Duties and Expectations for Safe Environment Compliance.

Students, administrators, faculty, staff, student teachers, faculty substitutes, special education staff, volunteers are required to attend an in-school, once-per-year, age-appropriate digital citizenship, best practices, presentation to help attendees understand how to be safe online and offline. The program is designed for children ages 5-14--parents/guardians are encouraged to attend.

1.3 BRING YOUR OWN DIGITAL DEVICE POLICY (BYODD)

St. Olaf Catholic School grants *as a privilege, not a right*, to all fulltime, part time, substitute faculty, staff, volunteers, and students the ability to bring their own school recommended digital device(s) More information about device specifications can be found in a separate document) under the terms and conditions outlined in the Bring Your Own Digital Device Policy (BYODD) & 1.7 Administrative Rights. 5th, 6th, 7th and 8th grade enrolled students are required without exception to bring their own privately owned digital device. In addition to its specific requirements, acceptable use of such digital device(s) is part of this RUPDTC. More information about the BYODD policy can be found in a separate document.

1.4 ONE-TO-ONE PROVISIONING OF DIGITAL DEVICE

In a cooperative initiative with grants, donors and benefactors, Chromebooks are available in classrooms for St. Olaf Catholic School students enrolled in kindergarten, 1st, 2nd, 3rd, and 4th grades. Acceptable use of such digital device(s) is part of this RUPDTC. Pre-K members are provided with an iPad; acceptable use of such digital device(s) is also part of this RUPDTC.

1.5 USER RESPONSIBILITIES

All students, administrators, faculty, staff, student teachers, faculty substitutes, special education staff, volunteers, and school community are granted *the privilege, not the right*, of using digital hardware, peripherals, software, communications, and Internet access. This privilege explicitly demands lawful, responsible, ethical, and appropriate uses and practices primarily established by the International Society for Technology in Education (ISTE.org) digital citizen standards and the industry benchmark Digital Maturity Model which include:

- Always be aware- Users are always conscious that whatever is done using digital technologies and communications that those actions and content are always PUBLIC, PERMANENT and UNDENIABLE.
- Respect oneself- Users will select appropriate, curated online services, usernames, passwords, content, and information that is suitable to time, place, context, age, and purpose.
- Respect others- Users will not use digital technologies and communications to bully, intimidate, harm, tease, or harass any person(s) or group(s).
- Protect oneself and others- Users will protect themselves and others by reporting to a trusted adult inappropriate content, abuse, misuse, and will not publish, distribute, or share any unlawful, inappropriate content or communications about others with other person(s) or groups(s).
- Respect Intellectual Property, Copyrights & Registered Trademarks- Users will suitably cite all use of digital content, resources, websites, and any other sourced digital content. Users will request permission to use any intellectual property or copyrighted material produced by others that does not qualify for the privileges provided by Fair Use or Public Domain use.
- Respect Property- Users will respect all hardware and software/non-hardware digital technologies, devices, and resources, and will not purposefully steal, break, vandalize, infect, hack, or otherwise make it inoperable.
- Respect Diocesan & School Policies- Users will respect all policies, terms and conditions published in the School Handbook, RUPDTC, BYODD, Diocesan Safe Environment social media policy.

1.6 PROHIBITED USES OF DIGITAL TECHNOLOGIES AND COMMUNICATIONS

It is a matter of fact and implicitly stated that digital devices operating at school, or any communication or content used or generated by user(s) are not for:

- Use of cellular smart phones and any cellular enabled devices is prohibited on school property during school hours; refer to the school's current Parent Student Handbook/ BYODD for more information regarding this policy.
- Personal, shopping, entertainment, social, for-profit, or illegal purposes.
- Use of WWLAN/GPS/Wi-Fi enabled smartwatches/smart trackers is prohibited on school property during school hours; refer to the school's current Parent Student Handbook/BYODD for more information regarding this policy.
- Use of digital technologies and communications to image, record, harass, threaten, ransom, blackmail, deceive, intimidate, offend, embarrass, impersonate, or damage any individual(s) or group(s).
- Post/publish/disseminate any defamatory, violent, abusive, profane, or sexually oriented material.
- Post/publish/disseminate obscene, profane, lewd, vulgar, rude, or threatening language/texts/images/sounds or videos.
- Knowingly, recklessly, or deliberately post/publish/disseminate defamatory or false statements, or any type of harmful information about any individual(s), any school employee, the school, parish or Diocese.
- Use VPN services, torrent, circumvent, or hack system security or filters, or use another individual's credentials to logon to any LAN, online URLs/domains, portal or service at school or outside of school.
- Mine/alter/post/publish/disseminate school digital content, data or an individual(s) digital record(s).
- Steal or impersonate another individual's identity.
- Deliberately visit/use sites known for illegal, dark web content or any content that is not in support of educational purposes and in compliance with the school curricula.
- Access social networking services or gaming sites, except for educational purposes under explicit faculty permission and supervision.
- Not use digital technologies and communications to violate any FCC, Federal, State or Local laws or statutes.
- Use online services for commercial advertising, gains or profits (i.e., eBay, et. Al.) and other similar services, including securities trading, wire fraud, crypto currency/exchanges and block chain services.
- Use digital technologies or communications to breach the integrity and obligations of individual privacy, confidentiality, Safe Environment, Academic Records, and HIPAA.
- Clandestinely record audio, still images and/or video of any individual(s) voice, likeness and/or actions, or creation of memes or NFTs.
- Administrators, faculty, staff, student teachers, faculty substitutes, special education staff, and volunteers cannot use SMS/text/chat messages on a one-to-one basis with any student.
- Students cannot use SMS/text/chat messages on a one-to-one basis with any administrators, faculty, staff, student teachers, faculty substitutes, special education staff, or volunteers.

- Students cannot communicate with parents/guardians or family members through their personal cellular/email/social accounts during school hours to bypass school vetted communications. Students may only make this type of contact through a teacher, administrator, or front office staff.

1.7 ADMINISTRATIVE RIGHTS

It is a matter of fact and implicitly stated that any digital content generated or stored through school equipment, devices, networks or Cloud based services paid for by the school, is the property of St. Olaf Catholic School/Catholic Diocese of Sal Lake.

St. Olaf Catholic School, its Administrator, Principal, and other designated administrators have the right to monitor, duplicate, view/read and analyze any student's and any school employee's use of digital devices [whether registered or not registered with IT Staff], communications, peripherals, NAS and Cloud based digital activities, practices, data, online histories/caches, downloads/uploads, any other type of digital transmission and/or duplication, or any type of digital data or content, including any image/audio data recorded and stored through school owned security cameras.

Any user, student, administrator, faculty, staff, student teachers, faculty substitutes, special education staff, volunteers parents and/or guardians, or third party, will disclose user names/passwords/PINs/biometrics/Passkeys to unlock digital devices and access any digital data in any circumstance, time or place deemed legally necessary by school administrators or appropriate Federal, State or Local authorities, including in situations that endanger a person's safety, or breach the RUPDTC and Diocesan Safe Environment guidelines of any individual(s).

It is explicitly stated that St. Olaf Catholic School, its Administrator, Principal, and other designated administrators exercise and always reserve the right to record, store and review digital images/video and audio of any individual(s) or group(s) activities that take place on school, church, and parish, all property and its surrounding areas in accordance with Federal, State and Local laws and statutes.

1.8 PERSONAL USE OF EMAIL/MESSAGING/SOCIAL MEDIA SERVICES

Faculty and staff, part time staff, substitute faculty, or volunteers, may not mention in text and/or use images of members of the school community by using their personal social media accounts and services such as, but not limited to X, Facebook, Twitter, YouTube, Instagram, Tumblr, TikTok, and others. Students may not use their personal, social media accounts and services to reference in text and/or images of school and parish employees and community members. 'Friending' and 'Grooming' via email, social media accounts or services with students or their parents/guardians by administrators, faculty, staff, student teachers, faculty substitutes, special education staff, and volunteers is prohibited.

Students or their parents/guardians and family members cannot 'friend' administrators, faculty, staff, student teachers, faculty substitutes, special education staff and volunteers. If content is inadvertently published, texted and images published, it must be respectful speech, and cannot harm, harass, accuse, defame, abuse, discriminate, threaten or in any other manner be inappropriate, or breach the conditions of this RUPDTC policy/school Handbook- if such is the case, it must be deleted.

1.9 ACCEPTABLE USE OF DIGITAL COMMUNICATIONS

Digital communications between full-time, part-time, substitute faculty, staff or volunteers and students will be conducted for educational, academic, and informative, administrative purposes, and only employ school vetted channels, services, and sites/portals. The current school acceptable channels, services, and sites/portals of digital communication methods include:

- School's local area network
- Microsoft 365 and all its related services and apps with domain registration *username@stolafs.org*, including Microsoft Outlook and Teams
- Google Workspace for Education and all its related services and apps with domain registration *username@stolafs.org*
- FACTS and its related Student Information System
- Faculty and staff email addresses with domain registration *username@stolafs.org*
- St. OLAF VOIP 801-295-5341

1.10 RUPDTC POLICY VIOLATIONS

Violation, breach, or infringement of any part of the Responsible Use Policy of Digital Technologies & Communications or Bring Your Own Digital Device policy conditions will be evaluated and dealt with by the school's Administrator, Principal or designated administrative staff. Consequences for the violation, breach or infringement of this policy include, but are not limited to, the following:

- Loss of privileged access to any of the school's digital services, licensed software, devices, peripherals, network, or Internet access for any determined amount of time
- Confiscation of any digital device(s) for any determined amount of time
- Issuance of demerits, detentions, behavior contracts, or loss of certain school privileges
- Suspension, expulsion
- Filing of a legal action by the school
- Reporting of individual(s) and/or any involved individuals of infractions and activities to the Catholic Diocese of Salt Lake City, the Superintendent of Schools, and Federal, State, and local authorities