

PERMISSION TO PUBLISH FORM

Dear Parents:

The attached Permission to Publish form is a Diocese of Ft. Worth policy that all students whose pictures are used in/on school websites, newspaper articles, school annual, classroom photos, groups pictures, etc. must have a signed form in the school office.

Please note that if you check the “I do not give my permission for the picture/publication of my student for promotional purposes this means that your child **WILL BE EXCLUDED** from all pictures taken and used here at St. Mary’s School.

If you have any questions or concerns please do hesitate to contact the school office at 940-665-5395, ext. 113.

Thank you,

Karen Lee, Principal

FIELD TRIP

TRANSPORTATION INFORMATION

Bus transportation is the most desirable method to be utilized for any field trip and whenever possible, this mode of transportation should be provided. The use of private passenger vehicles is discouraged and should be avoided if at all possible.

If a private passenger vehicle must be used, then the following information must be supplied and this information must be certified by the driver in question (see form attached).

1. The driver must be 21 years of age or older.
2. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
3. The vehicle must have a valid and current registration, valid and current license plates, and a valid and up-to-date inspection sticker.
4. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.
5. A signed *Driver Information Sheet* on each vehicle used must be submitted to the principals prior to the field trip.
6. When a private passenger vehicle is used the number of occupants must not exceed the number of seat belts.

Each driver and/or chaperon should be given a copy of the approved itinerary including the route(s) to be followed and a summary of his/her responsibilities. For field trips other than interscholastic athletic field trips, the following supervision requirement should be maintained: for every ten students, there should be one adult.

ACCEPTABLE USE POLICY

INTERNET TERMS, CONDITIONS AND REGULATIONS

2011-2012

It is the policy of St. Mary's Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below. Access privileges may be revoked; school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

1. Acceptable Use – The use of Internet and related technologies must be in support of education and research and consistent with the educational (and religious) objectives of St. Mary's Catholic School. Electronic communications to or from St. Mary's Catholic School should reflect the Christian principles and educational goals of the school. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

2. Unacceptable Use – Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat," or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data or another user or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and/or files is prohibited.

3. Privileges – The use of the Internet and related technologies is a **privilege**, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

4. Copyright – It is the policy of St. Mary's Catholic School that all employees, volunteers, and students will abide by the federal copyright laws. Employees, volunteers, and students may copy print or non-print materials allowed by:

- copyright law
- fair use guidelines
- specific licenses or contractual agreements
- other types of permission

Employees, volunteers and students who willfully disregard copyright law are in violation of St. Mary's Catholic School policy, doing so at their own risk and assuming all liability.

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2011-2012

5. Other

- Security problems must be promptly reported to the supervising adult. Users will notify the supervisor immediately if any individual is trying to contact him/her for illicit or suspicious activities.
 - Users shall not reveal their personal home address, phone number, or personal information about anyone else. Users' personal identifier on any Email must use the school address only.
 - No software of any kind may be brought from home for use in any school computer. All school software must be properly purchased or donated, including licenses.
 - Network accounts are to be used only by the authorized owner of the account for the authorized purpose.
 - Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network.
 - Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing system is prohibited.
 - Prior approval for List-serves is required for students.
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6205 ONLINE SOCIAL MEDIA

Although this policy closely mirrors the Diocesan policy on social media, due to the special, privileged and powerful relationship between a Catholic school and its parents and students, sections of this policy are more restrictive. The first legal duty of a Catholic school is to keep those entrusted to them safe.

The Catholic schools of the Diocese of Fort Worth acknowledge the right of employees to use personal websites, social networks, wikis, weblogs and other emerging technologies not only as a form of self-expression, and, in their individual capacity, as a means to further the work of the Church. Additionally, the same rules that apply to school employee's messaging and communications in traditional media apply in the online social media space. This specifically means that teachers and all school staff, including substitutes and volunteers, are never to use social media to directly communicate, interact or respond directly to students unless that social media is operated, controlled and directed by the school itself. Simply because the development and implementation of an online social media program can be fast, easy, and inexpensive does not mean that different rules apply. School employees should bear in mind that posting of certain comments, photos, links or references to third party websites and information on websites, social networks, wikis and weblogs may have a harmful effect on the Church and its schools, their reputation, and their employees.

In light of this possibility, school employees are required to adhere to the following policy regarding the use of personal and professional websites, social networks, wikis, weblogs and other emerging technologies. This policy supports other related Diocesan and school policies, including Acceptable Technology Use and the *Code of Conduct & Behavior Standards for All Clergy, Religious and Lay Ministers*.

- School employees may only access websites, weblogs, wikis and social networks for legitimate professional job-related purposes during the workday with the approval of their direct supervisor. School employees are not to create, post or otherwise access weblogs, personal social networks, wikis or personal websites for personal use during normal school working hours. Employees should exercise sound judgment and common sense to prevent online social media sites from becoming a distraction at work.
- If you identify yourself as an employee of a Catholic school on a personal website, weblog or social network, you must make it clear to your readers that the views you express are yours alone and that your views do not necessarily reflect the views of the Diocese or its schools. In the event that you identify yourself as an employee of a Catholic school on a personal website, weblog, wiki or social network, to help reduce the potential for confusion, you are required to put the following notice in a reasonable prominent place on your site (e.g., at the bottom of your personal profile page) in at least a size 12 font bolded:

“The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer.”

- School employees are prohibited from disclosing on personal or professional websites, weblogs, wikis or social networks, any information that is confidential or proprietary to the Diocese, its schools or to any third party that has disclosed information to the Diocese or its schools.
- The school has exclusive ownership rights with respect to certain concepts and developments you produce that are related to school business. Employees may not use school trademarks on their site or reproduce any school materials or logos. Please consult with your principal if you have questions about appropriateness of publishing anything that may be related to the school on your site.
- School employees may not use the copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC), without the necessary permissions of the rightsholder(s).
- School employees are prohibited from providing a link or otherwise referring to the school website on their personal website, social networks, wikis or weblogs without consulting with and obtaining the approval of the principal of the specific school.
- School employees shall not allow any obscene, harassing, offensive, derogatory or defamatory comments and images which reflects/discredits or causes embarrassment to the Diocese and its schools, their employees, patrons, vendors, partners, affiliates, agencies, students, and others on personal, the school’s and professional websites, any other social networks, wikis or weblogs.
- All social media being used by Catholic entities must be clearly branded in order provide institutional authority as well as avoid confusion. Unless you have been officially authorized in writing to speak or act on behalf of a Catholic entity, employees are prohibited to use such brandings or create secondary social media sites that give the illusion of being authoritative.
- All social media used by Catholic entities must comply with the Minimum Social Media Requirements contained in Policy 6210.

The school reserves the right to regularly monitor any and all schools based computers. In addition, it is the policy of the Catholic schools of the Diocese of Fort Worth that every portable information/data storage device used by a school staff member or student may be examined at any time because it may contain something dangerous.

- The school reserves the right to monitor professional websites, social networks, wikis or weblogs created on school computers during the course of a normal workday, or on school computers on personal time.
- Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous. If your complete thought, along with its context, cannot be squeezed into a character-

restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.

- The school requires that you confine your personal website, social network or weblog commentary to topics unrelated to the Diocese or its schools (or in certain cases, that you temporarily suspend your website or weblog activity altogether) if it believes this is necessary or advisable to ensure compliance with this policy or federal and state laws.
- School employees will comply with all aspects of the Children's Online Private Protection Act (COPPA). Employees are forbidden to post or distribute personal identifiable information including pictures on any child under the age of eighteen without parental consent. Personal identifiable information includes name, home address, email address, telephone number or any information that would allow someone to identify or contact a child. If written verifiable consent is obtained from a parent, it is important that the parent has approved the information that is to be provided and has full knowledge of its use, purpose and how the information is going to be provided. Likewise, parents should be made aware that the school is making use of only school controlled websites, social networks, weblogs and other emerging technologies to communicate with students.
- School employees will model safe and effective use of technology for students including developmentally appropriate instructions on responsibility associated with the use of technology and the possible dangers associated with technology.

School employees who violate this Online Social Media policy will be subject to disciplinary action, up to and including termination. If you have questions about this policy or any matter related to your site that this policy does not address, please consult with the principal of your school.

6210 THE MINIMUM SOCIAL MEDIA REQUIREMENTS

The following guidelines are required for schools wishing to establish social media. These requirements apply to all current and future social media, including but not limited to websites, wikis, Facebook, Twitter, blogs and other emerging technologies.

- Site administrators must be adults and/or approved employees of the school
- There must be at least two site administrators for each site to allow for rapid response and continuous monitoring and updating of the site.

- All social media must be reviewed by the principal or the pastor before implementation to ensure it is not in conflict with current standards, policies and Catholic teachings.
- Personal sites shall not be used in connection with school programs or to communicate with students. Students are defined as any and all students enrolled in a Catholic school in the Diocese of Fort Worth.
- Passwords, names of the sites and the site addresses or site location information shall be registered in a central location in the school and at least two (2) adults must have access to this information.
- In establishing a school site, know and abide by these key “Rules of the Road”:
 - Abide by all diocesan, parish and/or school guidelines
 - All communication by school employees reflect on the Church and the school
 - Do not claim or in any way give the impression or the appearance representing the official position of the school or the teachings of the Church, unless you have written authorized to do so.
 - All school social media sites shall be clearly branded and identified to provide institutional authority and to avoid confusion.
 - Abide by all copyright, fair use and financial disclosure laws.
 - Never divulge confidential information.
 - Do not cite others, post photographs or videos of other individuals or link to their material without express written approval. Media involving minors must have written parental approval.
 - Practice Christian charity.