

Archdiocese of Detroit Office of Catholic Schools
Online Parental Privacy Policy:

18 August 2020

St. Mary's Prep School Parents/Guardians:

While in-person instruction is ideal, there may be circumstances under which our best method of educating your child is through remote instruction. Distance-learning may be necessary at any time that we are required to close the building or isolate (a) class(es) or (an) individual student(s) or teacher(s) due to continuing challenges with the COVID-19 virus or under any unforeseeable circumstances such as inclement weather.

During these times, St. Mary's Prep will employ our Gradebook platform and other tools for distance learning for its students, teachers, staff, and parents. At any time, learning and study resources may also be made available using electronic means. These tools will allow us to stay in touch with you and interact with your child. We rely upon a strong partnership with our parents for success in this new way to learn. Remote Instruction Policy that protects our students is a priority for St. Mary's Prep. The intent of our remote instruction policies to prevent unlawful activities by online users and to prevent the access to, and the disclosure of, your child's sensitive and personal information. Our remote learning tools and associated applications include electronic methods of direct or indirect instruction. This may include Google Classroom, Zoom, email, instant/private messaging, virtual office hours, videoconferencing, pre-recorded lessons, and other electronic means of instruction or interaction between our teachers and students. Only students and parents are authorized to use and access our applications. Families should have no expectation of privacy while using our equipment, network, accounts, Internet access, files, or any electronic communication in a remote learning environment. Technology use in our school is governed by laws including:

Children's Online Privacy Protection Act: COPPA limits the ability of commercial companies to collect personal information from children under the age of 13. Advertising will be blocked, and no personal student information will be collected for commercial purposes. The school's use of student information is solely for education purposes and will not be shared with Zoom, Google Classroom, or any other outside party.

Child Internet Protection Act: we are required by CIPA to have policies and technology in place to protect students from harmful electronic materials, including those that are obscene and pornographic. No materials such as these will be allowed in any classroom, “chat,” private or group setting.

Health Insurance Portability and Accountability Act: HIPPA applies to schools that offer healthcare services to students and sets requirements under which your child’s medical care records are maintained and restrictions on the sharing of information relative to a student’s medical care.

Parent & Student Responsibility:

Parent acknowledges, understands, and agrees to all of the following user requirements:

- Parent will monitor and guide student activity at home, including monitoring the websites and applications that student accesses.
- Parent and student will practice positive digital citizenship, including appropriate behavior and contributions during videoconference instruction and all other electronic communications. Parent/Student will not engage in behavior that disrupts the learning environment or videoconference instruction or compromises school and student safety and security.
- Parent/Student will not record any videoconference instruction. Any student violating this section shall be subject to appropriate disciplinary action.
- Parent/Student will not share personal information about themselves or others, including, but not limited to, names, home addresses, telephone numbers, birth dates, or email addresses.
- Parent/Student will abide by all laws and all School policies including this Remote Instruction Policy.
- Parent/Student will not share any passwords or classroom links with anyone, nor directly or indirectly allow another person to use them.
- Parent/Student will not access the account information of others.
- Parent/Student will log out of classroom links when online instruction has ended to maintain privacy and security.
- Parent/Student will not use School equipment or websites and applications associated with the school’s remote leaning practices to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users or persons.
- Parent/Student will report system security weaknesses or security events to school administrators.
- Parent will reimburse the school for the cost of repair or replacement of a lost or broken device.

- Parent/Student will, at all times, act in accordance with the school's Code of Conduct and in keeping with the tenets of the Catholic Church. Any parent or student who misuses the school's equipment and/or abuse the access or use of websites, applications, or other means of electronic instruction, will have their access restricted and will face disciplinary action. Such misuse may also lead to legal action.

Disclaimer: The school makes no guarantees about the quality of the electronic platform services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from use of said platforms. The school reserves the right to revise its policies from time to time. Parent(s) acknowledge(s) that remote instruction requires the student to be photographed, videotaped, or recorded. Parent(s) consent(s) to allowing student to be photographed, videotaped, or audio recorded for purposes of remote instruction and for the student's image and voice to be transmitted and viewed by other students, teachers, and others involved in the school's remote instruction, via the Internet and in diverse settings and with an unrestricted geographic area.

Acknowledgement: *in having both read and understood this memorandum explaining The Archdiocese of Detroit's Office of Catholic Schools remote instruction program, parent(s) is/are consenting and agreeing to these terms of use as outlined in this document. This agreement shall continue until revoked in writing and then delivered to the St. Mary's Prep Headmaster.*