

## ADMINISTRATIVE PROCEDURE

**General Administration**

Computer Equipment, Internet, and Networks  
(Divisional) – Acceptable Use

GEN #03

**Revised: September 2025**

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**This Acceptable Use Policy (“AUP”) is applicable to all persons using technology while studying, working or visiting at Christ The Redeemer (“CTR”) Catholic Schools.**

### **Background**

CTR Catholic recognizes the value of technology in enhancing student learning and in enhancing the administration and operation of its schools. To this end and in order to support its mission and goals, CTR Catholic encourages the responsible use of technology and the Internet to include the guiding principles of respect, privacy, sharing, and safety. Access to information, collaboration and creativity are vital to intellectual enhancement and productivity. However, since technology develops and changes rapidly, the data available through it is unregulated and impossible to control. As with other methods of communication, there are opportunities for students or staff to create and distribute inappropriate materials and to conduct themselves in ways that are unacceptable. Therefore, CTR Catholic is obliged to inform all students and staff of potential risks and benefits on the use of technology.

Technology is provided for educational and/or research purposes and for conducting valid CTR Catholic business. The intent is to:

1. Support and enhance the delivery of educational services to students and provide options to meet their learning styles, access requirements, and program needs.
2. Provide tools to improve the efficiency and effectiveness of the business of education.
3. Enhance opportunities for staff to participate in professional development activities.
4. Communicate with partner groups and the community.

### **Procedures**

1. At the beginning of the school year, the Responsible Use of Technology document as shown below will be communicated to parents and shared in an age-appropriate manner with students in one or more of the following methods:
  - school webpage
  - classroom presentations
  - conversations at School Council meetings
  - a signed agreement
  - ongoing classroom conversations

## Responsible Use of Technology

As members of CTR Catholic, we believe that we are all created in the image and likeness of God and therefore the words, images and activities we engage in, both in person and online, must reflect the values of our faith as well as our societal laws. All technology, whether divisional or personally owned, must be used in responsible ways. Below are guiding principles of how students demonstrate Responsible Use of Technology.

### All CTR Students Must:

#### Respect and Protect the Privacy of Self and Others

- use only your assigned account
- keep your account and password private
- only post photos and data of others with permission
- keep private the address and phone number of yourself and others

#### Respect and Protect Electronic Resources

- use technology resources, including bandwidth, file space, and printers for school related work
- do not alter or damage hardware and software

#### Intellectual Property

- respect and protect the intellectual property of others
- the use of Artificial Intelligence (AI) to generate content must be done under the teacher's supervision
- obey copyright laws
- reference the work of others

#### Respect and Practice the Principles of a Safe and Caring School Community

- communicate only in ways that are kind and respectful
- report threatening or discomforting materials to a teacher
- do not intentionally request, access, transmit, copy, create or download materials that are sexual, threatening, hate-based, rude, discriminatory or meant to harass

#### Respect Our Learning Environment by Practicing Technology Etiquette

- place electronics in silent mode during instructional and other school activities
- use technology at appropriate times
- use technology at times determined by school staff
- ensure that technology does not distract you and others from schoolwork

CTR Catholic uses internet filtering software in addition to teacher supervision to reduce the likelihood of students accessing inappropriate internet sites. In the event a student inadvertently accesses an inappropriate internet site, he / she must advise the supervising teacher of the inadvertent access.

### Consequences for Improper Use

Any breach of the Conditions and Rules for Use will result in disciplinary actions and may result in, but is not limited to:

- restricted technology use
- restricted network access
- loss of network access
- disciplinary action as outlined in the [Student Code of Conduct](#)
- legal action, if criminal in nature