St. Joan of Arc School

230 South Law Street
Aberdeen, Maryland, 21001

Grounded in Faith, Focused on the Future

Phone (410)272-1387
Fax (410)272-1959
school@stjoanarc.org

March 25, 2020,

Dear SJA Families,

I am missing all of the students and praying for you each day. The current situation has provided challenges for all and I ask that you reach out to me with any questions or concerns that you may have.

Given the latest direction from the State Superintendent and Governor Hogan this morning, our Archdiocesan Catholic Schools will conform to the State's guidance to continue the closure of our schools through Friday, April 24th. Remote learning will continue until that time.

Included in this letter are a communication from the Archdiocesan Department of Catholic Schools regarding the closure and a copy of the Acceptable Use Policy. Because we are moving to remote online learning, we need to be mindful of specific parameters that were in the school handbook and reviewed with students at the beginning of the year.

Also included is a schedule of when the teachers will have online "office hours" They will send you information about a lesson to be presented during that time or just be available to answer any questions. (Please remember that a teacher may never be online with one student alone.) Your teachers are available to help you as always but please be patient as always for their reply.

Lent is the most holy season of the Church as we prepare for Easter. This year is unique due to the restrictions put upon us at this time. You can do several things as a family to recognize this time leading up to Christ's passion, death, and resurrection:
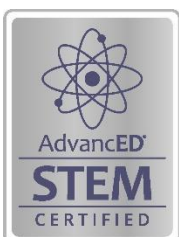- St. Joan of Arc Church has made available an online resource for families. **FORMED.org** offers movies, books, audio books, documentaries, etc. at no cost to you. (Flyer attached)
- Encourage your child to make small sacrifices and put some coins into their Rice Bowl https://www.crsricebowl.org/
- Pray as a family each day https://www.catholic.org/lent/story.php?id=73813 https://watch.formed.org/lenten-reflections

BOOST applications are now open! https://www.marylandboost.org/ Families who qualify by income are eligible to receive money for nonpublic school tuition. The application deadline is April 24th.

Events:
- March 16th-April 24th—SCHOOL IS CLOSED; ALL STUDENTS COMPLETE LESSONS AT HOME.
  - Easter break is from April 6th-15th as planned

Peace and all good,
Mrs. Bahr

Dear Parents:

As you know, COVID-19 has caused drastic changes to the way in which educational content must be delivered, as social distancing prevents in-person classes. By necessity, we must rely more heavily on web-based education tools to facilitate remote learning.

We thought it important to emphasize again that the School's parent/student handbook, including its disciplinary policies, behavior and conduct standards, and harassment and bullying policies, apply with equal force during this remote learning period. In particular, students and parents should familiarize themselves with the School's Acceptable Use Policy for the Internet and Technology Tools, which I have attached to this email for your convenience.

The Acceptable Use Policy explains parents' responsibility to review the Policy with their students, and to support the School in its enforcement: by monitoring their students' internet use, by modeling appropriate Internet behavior for their students' technology use, and by reporting any concerns regarding their students' technology use to the School. Now more than ever, please make sure to be aware of your students' activities on the Internet.

As this period of remote learning brings the classroom into the home to a greater degree, it is vital that you impress upon other household members the importance of maintaining appropriate language and dress during video learning sessions. While the school uniform is not required, students should be fully dressed and wearing clothing that does not contain inappropriate words or content.

Considering the necessary reliance on web-based learning tools to deliver remote learning, we thought this a good time to remind parents that the School uses Google Apps for Education and other web-based education tools, sites, and services to provide students with remote learning and enhanced opportunities to communicate and share collaboratively with their teachers and one another. Google Apps for Education provides students with access to Google Meet, which provides secure and encrypted video conferencing capabilities, along with a student calendar, word processing and spreadsheet apps, web design tools, and email. Information about other web-based services used by the school may be requested from the School's principal.

As a part of students' use of web-based services for learning, certain educational records may be created, collected, or stored by web-based services, such as Google Apps for Education. Information about Google Apps for Education's privacy practices is available here, https://www.google.com/edu/trust/. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. Students should not have any expectation of privacy with respect to any communications or activities through such services.

If you have any concerns regarding your student's use of web-based services, please contact the Principal. Otherwise, you will be deemed to have consented to your student's access and use of

web-based services and to allowing your student's education records to be created, collected, or stored by such web-based services, including Google Apps for Education, as described above.

Thank you again for your continued trust and support. It means the world in this difficult time we all are facing.

Yours in service,

Superintendent
Department of Catholic Schools

Acceptable Use Policy for the Internet and Technology Tools

Technology skills are necessary to ready our students for their future. Access to the Internet and technology tools (including software tools, web-based applications and services, computer equipment, I-Pads, and other personal electronic devices) allow students to conduct research, produce digital content, and communicate with classmates and teachers. The Internet and technology tools put enormous power at the fingertips of users. As such, they also place a great deal of responsibility on users.

It is imperative that technology resources be used to build community, encourage critical reflection, and foster readiness for future learning. Developments in technology at the School are to be used ethically, legally, and responsibly. As in other areas, our students are expected to make good choices with regard to their behavior.

Individual users are responsible for their activity on the Internet and technology tools, including the material stored and information shared. In order to protect private and personal information, unauthorized disclosure, use, or dissemination of personal information is prohibited. The School reserves the right to edit Internet accounts for child-only configurations, and to run filtering software for students' protection.

The purpose of this policy is to ensure that student users (and their parents) recognize the limitations the School imposes on the use of the Internet and technology tools and that they understand the standards of behavior the School expects of users.

All users of the School network and technology tools, <u>whether on a School-owned or personal device</u>, are responsible for adhering to the following guidelines for acceptable use.

***Acceptable** uses of the Internet and technology tools are for authorized academic and school-related activities that support learning and teaching and:*

- *Respect the privacy and property rights of others and the well-being of the School*
- *Are consistent with Roman Catholic values and morals*
- *Treat technology tools and computer equipment with respect.*

***Unacceptable** uses of the Internet and technology tools include but are not limited to:*

- *Violating the rights or privacy of others, including by photographing or filming an individual without consent*
- *Posting or distributing videos or photographs without consent of the persons depicted and the School*
- *Using technology to send profanity, obscenity, or other offensive or harmful language*
- *Unauthorized copying, downloading, or installation of content, software or applications (including plagiarism or "pirating" music)*
- *Sending false information or sending messages to the School community that fail to identify the sender (including anonymous messages or messages using a pseudonym)*
- *Using any program designed to disrupt network performance or breach network security, such as software designed to capture passwords or break encryption protocols*
- *Revealing personal information beyond what is required for login while using Internet or web-based resources*
- *Responding to inappropriate messages from others (which should be reported to the School)*
- *Downloading or copying information onto disks or hard drives without prior teacher approval*
- *Accessing, downloading, storing, or printing files or messages that are inappropriate or may be offensive to others (including pornography and other inappropriate images)*
- *Sharing of passwords or attempting to discover another's password (passwords should be changed frequently)*
- *Using or accessing another's account (network accounts are to be used only by those for whom the*

account has been established)

- *Intentionally writing, producing, generating, copying or introducing dangerous codes or programs designed to cause harm, including, but not limited to viruses, bugs, 'worms', etc.*
- *Intentionally damaging, altering, or tampering with any hardware, software, printers, keyboards, speakers, etc.*
- *Accessing or searching files, directories, or folders for which the user does not have authorization*
- *Intentionally erasing, renaming, or disabling of anyone else's files or programs*
- *Accessing social media, email, or other off-task websites or apps during School without explicit permission of a teacher or adult supervisor*
- *Violating School conduct rules or the law.*

Harassment/cyber-bullying of others online, whether against a student, non-student, or employee, is serious, is prohibited, and is contrary to the School's policy and values. Harassment/cyber-bullying whether it is initiated on campus or off campus, online or in person, should be reported immediately to a faculty member, and may lead to disciplinary action and possible criminal prosecution under Maryland's law prohibiting the Misuse of Interactive Computer Service ("Grace's Law").

Parents are responsible for:

- *Reviewing and discussing this policy with their child as well as supporting the School in its enforcement*
- *Partnering with the School in monitoring their child's technology use*
- *Modeling appropriate Internet behaviors for their child*
- *Reporting any concerns regarding this policy or their child's use of the Internet or technology tools to School personnel.*

Failure to adhere to the policy guidelines may result in a revocation of a student's Internet access and other technology privileges and disciplinary action up to and including suspension or expulsion.

Web-based Services

The School uses Google Apps for Education as well as other web-based education tools, sites, and services ("web-based services") to provide students with important web-based educational experiences and enhanced opportunities to communicate and share collaboratively with one another. As part of students' use of web-based services, certain educational records may be created, collected, or stored. Directory information, such as a child's name, email address, grade/age, and enrollment status, may also be shared with web-based services. The School may access, monitor, and review children's use of web-based services and Internet use and children shall not have any expectation of privacy with respect to any communications or activities through such services. Use of web-based services is for educational purposes only and subject to the conduct and acceptable use guidelines set forth in this Handbook. A list of the School's web-based services and corresponding privacy policies are available upon request. By enrolling a child in the School, the parent consents to the child's participation in the School's academic activities and programs, including the child's use of and access to web-based services as described in this paragraph. In order to withhold or withdraw consent for the use of web-based services, parents must contact the School principal in writing.

Online Schedule for Teachers

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 AM					
9:00 AM	Cosgrove Kerrigan Simmons Nocket	Simmons	Tokarski Kerrigan Simmons Nocket	Simmons Nocket	Kerrigan Simmons Nocket
10:00 AM	Tokarski Sabo Dotterweich Smith Brothers 4th	Stauffer Smith Baur	Dotterweich Smith Brothers 4th	Lane-5 Smith Baur	Dotterweich Stauffer Brothers 4th
11:00 AM	Browne Brothers 5th	Browne Lane-4	Browne Brothers 5th	Sabo	Tokarski Smith Brothers 5th
12:00 PM	Rodriguez	Rodriguez	Blackburn	Paolucci	Paolucci
1:00 PM	Paolucci Lane-5	Paolucci	Paolucci	Tokarski	Lane-4
2:00 PM	Nocket Baur	Tokarski Kerrigan Nocket	Sabo Lane-4 Nocket Baur	Browne Kerrigan	
3:00 PM		Cosgrove Dotterweich	Lane-5	Dotterweich	Sabo
4:00 PM	Simmons	Simmons	Simmons	Simmons	Simmons
5:00 PM	Stauffer	Smith Nocket	Stauffer	Smith Nocket	Nocket