



# ARCHDIOCESE OF PHILADELPHIA

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OFFICE OF CATHOLIC EDUCATION

## Addendum to the Acceptable Use Policy for Technology

Date: 12/18/2007

This is an addendum, to the existing *Acceptable Use Policy for Technology* for the Catholic Schools of the Archdiocese of Philadelphia schools dated August 2006.

Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication.

The school sanctioned communications methods include: Teacher school web page, teacher school email, teacher school phone number and educational networking sites.

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

N.B. The types of electronic and digital communications referenced here include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, email, voice over ip, chat rooms and instant messaging.