

## ***School Acceptable Use of the Computer Network and Internet Policy***

It is the policy of Saint Kateri School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the "*Saint Kateri School Acceptable Use of the Computer Network and Internet Policy*." Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

### **Internet Terms, Conditions, and Regulations**

#### **1. Acceptable Use:**

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of *Saint Kateri School*. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

#### **2. Unacceptable Use:**

Transmission of any material in violation of any national, state or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of 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 sign-on and/or password and/or accounts, and/or files is prohibited.

#### **3. Privileges:**

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion 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 access to the Internet and related technologies due to unacceptable use.

#### **4. Warranties:**

The educational programs governed by *Saint Kateri School* make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies are at the user's own risk. The educational program governed by *Saint Kateri School* specifically denies any responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the local budget.

## *Acceptable Student Use of the Computer Network and Internet Policy*

### **Rules and Responsibilities:**

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. In addition to adult supervision, a technology program designed to filter unacceptable Internet access for students will be activated when students approach the Internet. While *Saint Kateri School's* intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. *Saint Kateri School* believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, *Saint Kateri School* has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibility. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:
  - Sending, displaying, or downloading offensive messages or pictures;
  - Using obscene language;
  - Harassing, insulting, or threatening others;
  - Damaging of computer systems or computer networks;
  - Violating copyright laws;
  - Submitting documents from the Internet as a student's personal work;
  - Using another person's sign-on and/or password;
  - Trespassing in someone else's folder, work, or files;
  - Intentionally wasting limited resources;
  - Using the network for commercial purposes;
  - Revealing a personal phone number, name or address of one's self or another.
5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

**Acceptable Student Use of the Computer Network and Internet Policy  
Parental Agreement and Permission Form**

Students and parents/guardians are asked to complete this form after reading and discussing the “*Saint Kateri School’s Acceptable Student Use of the Computer Network and Internet Policy.*” Though a failure to sign and return this form will not result in a suspension of the student’s general computer or computer network privileges, Internet privileges will be suspended until the signed agreement is on file with the school. This document will be kept at the school for the duration of the student’s attendance. A parent/guardian may rescind this document at any time by writing a letter to the principal.

**Student Support for Acceptable Computer Use Guidelines:**

I agree to abide by, cooperate with, and support the rules and regulations set forth in the “*Saint Kateri School Acceptable Student Use of the Computer Network and Internet Policy.*” I understand I will be held responsible for any disobedience with the stated policy’s rules and responsibilities.

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|------------------------|----------------|------|
| Student Name (printed) | Grade/Homeroom | Date |
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| Signature of Student | Date |
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**Parental Support for Acceptable Computer Network Guidelines:**

As the student’s parent and/or guardian, I have read and will support terms described in the “*Saint Kateri School Acceptable Student Use of the Computer Network and Internet Policy.*” I have instructed my son/daughter to cooperate with and support the rules and guidelines set forth in the “*Saint Kateri School Acceptable Student Use of the Computer Network and Internet Policy.*” I understand my son/daughter will be held responsible for any non-compliance with the stated policy’s rules and responsibilities.”

**Parental Approval/Denial of Student Access to the Internet**

Please check *either: Approval or Denial* of Student Access to the Internet under supervision:

- Parental Approval of Student Access to the Internet:**  
As the student’s parent(s) and/or guardian(s), I **DO** give my permission for my son/daughter to use the Internet under supervision at *Saint Kateri School.*
- Parental Denial of Student Access to the Internet:**  
As the student’s parent(s) and/or guardian(s), I **DO NOT** give my permission for my son/daughter to use the Internet at *Saint Kateri School.* Use of computers and the computer network is permissible **only during activities that do not involve Internet access.**

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|--------------------------------|------|
| Signature of Parent / Guardian | Date |
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| Signature of Parent / Guardian | Date |
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