

GUIDELINES ON STUDENT ACCEPTABLE USE OF ST. JOSEPH SCHOOL TECHNOLOGY RESOURCES*

PURPOSE:

ST. JOSEPH SCHOOL provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence in **ST. JOSEPH SCHOOL** by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. **The use of these technology resources is a privilege, not a right.**

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in context of the school setting. **ST. JOSEPH SCHOOL** firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of **ST. JOSEPH SCHOOL** activities. All users are expected to use the computers and computer networks in **a responsible, ethical, and polite manner**. This document is intended to clarify those expectations as they apply to computer and network usage and is consistent with district policy.

POLICY TEXT:

I. USE OF ST. JOSEPH SCHOOL'S TECHNOLOGY RESOURCES

Improper use of the St. Joseph School Technology Resources is prohibited. Uses of the St. Joseph School Technology Resources that are **prohibited** include, but are **not limited to**:

1. Violating students' rights to privacy/confidentiality.
2. Attempting any unauthorized access to any computer system.
3. Downloading unacceptable materials.
4. Re-posting personal communication without the author's prior consent.
5. Violating copyright law.
6. Using the school's technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes.

*including but not limited to the intranet, internet access, fax, E-mail, stand alone computer, and telephone

7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel.
8. Changing or attempting to alter any configuration, program, password on any computer or system.
9. Using a school computer without knowledge/approval of school personnel responsible for the computer.
10. Using inappropriate language, pictures, and gestures in any form on the Internet including personal blogs and/or "MySpace/Facebook" type postings. Students may be suspended for internet bullying.
11. Retrieving or sending personal e-mail on a school computer, including Instant Messaging.
12. Using the Internet for unauthorized purchases.
13. Using the Internet to communicate with someone outside the school unless approved by a teacher.

II. GENERAL INFORMATION

The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system. The use of the internet must be in support of education and research.

The school provides Internet access to students as a means to facilitate resource sharing, innovation, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school; such resources enhance the learning environment.

School personnel provide guidance to the student in Internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. **Therefore, we encourage parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.**

School personnel will:

- Teach proper techniques and standards for Internet participation.

- Guide student access to appropriate areas of the Internet.
- Assure that students understand that misuses of the Internet could result in loss of access privileges.
- Monitor related concerns...privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource sources.

The student and parent/guardian must sign an Internet use agreement before the student is given access to the school's Internet resources. School personnel or the parent/guardian may withdraw student Internet access at any time.

The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes.

The parent/guardian is responsible for any damage caused by the student's inappropriate use of the Internet system.

III. PARENT OR GUARDIAN CONSENT FOR STUDENT USE OF THE ST. JOSEPH SCHOOL TECHNOLOGY RESOURCES

Prior to the use of a student's account on the St. Joseph School technology resources, the parent or guardian of the student must provide written authorization.

IV. STUDENT ACKNOWLEDGMENT

All students who use the St. Joseph School technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use.

PARENT/GUARDIAN ACCEPTABLE USE CONSENT FORM

ST. JOSEPH SCHOOL

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PARENT OR GUARDIAN **PLEASE READ CAREFULLY**

Please note that according to SJS policy, children are never identified online by their full names- first name and last initial only, and there must be at least 3 children in a photo to publish online.

_____ I **do not** give permission for my child to access the Internet at St. Joseph School.

_____ I **do not** give permission for my child's photo to be used on the Internet at St. Joseph School, including the school website.

_____ I **do not** give permission for my child's work to be shown on the Internet at St. Joseph School, including the school website.

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I have read the School's technology resources guidelines, and have discussed them with my child. In consideration of the privilege of my child using the school's electronic communications system, and in consideration of having access to the public networks, I hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school's policy and administrative regulations.

_____ I give permission for my child, _____, in grade _____ to participate in the school's electronic communications system including the Internet, and certify that the information contained on this form is correct.

Signature of parent or guardian

Date _____

School Year _____

**STUDENT ACCEPTABLE USE CONSENT FORM
ST. JOSEPH SCHOOL**

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Student Name _____ Grade _____

School Year: _____

I have talked to my parents and I understand that the school computers are not for private use. I realize that any and all work I do on the computers can be monitored. I am responsible for following all of St. Joseph's computer rules and guidelines.

I understand that using the internet at school is a privilege.

I will only use the internet for school work. I will only use the internet under the supervision of a teacher.

Student's signature _____ Date _____

Parent's signature _____

Date _____