

# **Acceptable Use Policy**

## **St. Gregory the Great School**

### **2007/2008**

We believe that technology is a vital means to assist those who carry out the educational ministry of St. Gregory the Great School.

We are pleased to offer students of St. Gregory the Great access to our computer network, including access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to their homeroom teacher. Students 18 and over may sign their own forms. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the St. Gregory the Great support and respect each family's right to decide whether or not to apply for access.

#### **Internet Rules**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students may have e-mail access for curriculum-related activities and communications under their teacher's direct supervision using a classroom account. The network is provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility. Individual users of St. Gregory the Great computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on any server or computer would be private. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Users have no privacy right to any data received or disseminated on the network and by utilizing these St. Gregory the Great systems they consent to the schools' right to audit all communications, files and documents. If a user acts inappropriately through the communications systems, St. Gregory the Great reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

The following are examples of inappropriate use and activity:

- Sending or displaying offensive messages or pictures
- Using violent, aggressive or obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or other unlawful activities
- Violating copyright laws
- Downloading information and files not relevant to curriculum-related activities
- Accessing inappropriate web sites that have escaped Internet filtering
- Attempting to or overriding Internet filtering system
- Violating privacy issues by:
  - posting personal contact information about you or other people
  - using another's password
  - trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing personal email accounts during school hours
- Using email inappropriately to pass along chain emails or other communications not related to classroom activities

\*The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations WILL result in a loss of access as well as other applicable disciplinary or legal actions. Students shall be made aware of designated school personnel to inform when reporting inappropriate activity or use of the computer network or Internet. Proper school procedures will be followed for enforcement of policy and determining ramifications of infractions of this acceptable use policy.

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***Parents: Please sign and return the form that appears at the end of this policy statement by Monday, August 27, 2007.***

**User Agreement and Parent Permission Form**

As a user of the St. Gregory the Great computer network, I hereby agree to comply with the above stated rules -communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature \_\_\_\_\_

## **ADDENDUM TO Acceptable Use Policy**

### **Applicable for schools who benefit from Erate**

For those schools that benefit from Erate and are, therefore, under the FCC Rules, they must adopt and implement an Internet Safety Policy. This policy shall address the following items:

1. Access by minors to inappropriate Internet and World Wide Web matters
2. Safety and security of minors using electronic mail, chat rooms, and other direct electronic communications
3. Hacking and other unlawful activities
4. Unauthorized disclosure, use and distribution of secured information relating to minors
5. Procedures created to restrict minors' access to any materials harmful to minors
6. Monitoring of online activities of minors
7. Certification of a policy by October 28, 2001

This verifies that St. Gregory the Great School is in compliance with the Children's Internet Protection Act in accordance with the items as stated above. Furthermore, the parents of students at St. Gregory the Great have authorized permission for access to the computer network and the Internet for classroom related activities. A copy of this signed acceptable use policy is on file with the school office.

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Signature of Principal

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Date