

# **Acceptable Use Policy (Provisional)** **(Internet and Other Computer Resources )**

## **Purpose:**

Computers are a valuable tool for education at Bishop McDevitt High School, the faculty/staff encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below.

## **Goals:**

To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/ communication technology.

To encourage critical thinking and problem solving skills which will be needed in this increasing electronic and global society.

## **Responsibilities of User:**

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. McDevitt students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

## **General Guidelines for use of the Internet**

- Computers are to be used only for the purpose of academic or other authorized activities.
- All users are required to take simple Internet training (how to sign on, log off etc. ) from a Technology Resource person or Business & Technology teacher.
- The system operator has the right to monitor and to judge the acceptability of all activities. Users may not attempt to deprive authorized personnel of any necessary supervision or access.
- All students will be issued a pass by subject teacher in order to complete research-
- .Any attempt to circumvent system security, guess passwords or in anyway gain access to secured resources is forbidden.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Email may be used in correspondence with professionals or regarding subject matter relevant to research. The email is only used with permission.
- No student is allowed to enter a chat room. Staff and other adult users are likewise asked to avoid chat rooms when using the school's computer.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to or from Bishop McDevitt High School without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this does not occur.
- Additional rules and restrictions may be added at any time.

### **Computer Lab Rules: (to be posted by the Internet Access stations)**

In keeping with Bishop McDevitt's general code of behavior outlined in the student handbook, the following rules:

1. Protect privacy. For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organizations.
2. Research honestly. All work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited.
3. Respect life. Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be emailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. Respect property. Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal as well as immoral.

### **Sanctions:**

1. Students who do not use Internet and other computer resources in an ethical manner will lose computer use privileges at the school. Further disciplinary action will be determined by the Dean of Students.
2. Faculty, staff and other adults who do not use the Internet and other computer resources in an ethical manner will lose computer privileges at the school. The Principal and Director of Studies will determine if disciplinary action should be taken.
3. Disciplinary or legal action may be taken by the school or other interested parties.

### **Legal issues:**

Laws governing computer use currently exist in Pennsylvania.

Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, II ...it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C.3933(a)(I). .." "... Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S.3933(a)(2)and (3). .,"

## St. Anne School Acceptable Use Policy

**Purpose:** -The purpose for using the Internet at St. Anne is limited to research for specific projects and assignments. However, **no student will be able to use the Internet without this agreement signed and on file with the computer technology teacher.**

**Privileges** -The use of the Internet is a privilege, not a right. Attempts at inappropriate use will result in the **cancellation** of those privileges. Grades K-1 will have classroom accounts while students in grades 2-8 will each have their own personal account. These accounts will be used for the sole purpose of storing the students' work accomplished on computer.

**General Behavior** -Students are responsible for good on/off line behavior just as they are in the classroom.

**The following activities and behavior are strictly prohibited and may result in the dismissal of a student:**

- Plagiarizing information taken from any Internet web site and/or using the auto-summarize tool, without giving credit for the source(s), is illegal and will result in the student receiving an "F" for their work
- Receiving, displaying or sending words, messages, images, sounds or emails/attachments which are offensive, indecent or pornographic, threatening or violent in content.
- Insulting, harassing or verbally attacking others.
- Sending or forwarding chain letter type emails to anyone at St. Anne school
- Providing **any** personal information about themselves at any web site they access.
- Using a chat room or agreeing to meet with someone whom they met while online.
- Interfering or attempting to alter the function of the server, the network equipment, computers, laptops, printers, scanners, cameras, projectors and students' accounts.
- Attempting to modify operating systems, desktop configurations or files.
- Using any laptop for the purpose of emailing.
- Unauthorized copying of our licensed software
- Trying to obtain and/or use the password of another student
- Supplying a student's password to another person.

Please initial that you and your child/ren have gone over each point. \_\_\_\_\_

### **Parent and student responsibilities-**

- carefully reading this document and initialing where designated.
- carefully reading and signing the agreement form where applicable
- work to instill family values in your child(ren)
- communicate to your child(ren) what you, the parents(s), consider appropriate material

- read this policy to your child(ren) and help them understand the importance of their responsibilities when using the resources of the Internet-
- help your child(ren) to understand the importance of taking care of the computer equipment should abuse of the equipment occur that you, the parent, will be responsible for the replacement value.

Please initial that you and your child/ren have gone over each point. \_\_\_\_\_

### **Limits on St. Anne liability**

- St. Anne will not certify that the filtering service, provided through CyberNot, will always be free of errors.
- St. Anne School will not be responsible for any data, which may be lost, or for any interruption in computer services or any other inconveniences the user may experience.
- St. Anne School will not be responsible for any willful damages incurred by a user, to a computer, the operating system or the network.

Please initial that you and your child/ren have gone over each point. \_\_\_\_\_

### **Copyright Issues**

- St. Anne School will follow federal laws.
- Students will need to obtain permission from the copyright holder if they wish to use their material in any of their class work.

Please initial that you and your child/ren have gone over each point. \_\_\_\_\_

### **Teacher Responsibilities-**

- Teachers will ensure that they have reviewed all the sources a student( s) has used in a specific project or assignment.
- Teachers will limit their use of the Internet, during school time, for educational instruction as well as their own continuing education.
- No teacher will use chat rooms or send and receive chain letter emails at school
- Teachers will not conduct any private business or commercial activities on computer .

Please initial that you and your child/ren have gone over each point. \_\_\_\_\_

### **Monitoring -**

Students will use the Internet for educational purposes only and that their activity will be monitored.

- Students will take responsibility for all their activity while online.
- Students will take responsibility for noting all their sources for material taken from the Internet.

Please initial that you and your child/ren have gone over each point. \_\_\_\_\_