

Computer Policy and Internet Acceptable Use Policy

Revised 8-07

St. Thomas More Catholic School (STM) offers Internet access to its students on a limited basis. The Internet is an electronic highway connecting computers and individuals all over the world. We believe that providing teachers and students access to the Internet will enhance our goal of educational excellence by providing information, which was previously unavailable to us, and by fostering the exchange of ideas.

With access to such a broad base of information and people comes the possibility that inappropriate materials, not consistent with STM's educational goals, may be made available. We hope that Internet filters, strict guidelines for use, and close supervision will minimize such possibilities. Further, we believe that access to valuable information far outweighs any dangers that may occur to users or their parents.

Smooth operation of the Internet relies upon the proper conduct of all users. It is the purpose of the *Internet Use Policy* to insure that Internet access is used appropriately and in a manner consistent with the school's educational goals and philosophy.

The most important prerequisite for Internet access at STM is that each user takes full responsibility for his or her own actions. St. Thomas More School and the sponsor of this Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users shall assume full liability, legal, financial or otherwise, for their actions.

If a St. Thomas More School user violates any of these guidelines, his or access will be terminated and future access could possibly be denied. The Internet coordinators reserve the right to examine all data at any time.

The signing of this document is legally binding and indicates the parties who signed it have read the terms and conditions carefully and understand their significance. This contract will be continuously in force and enforced at St. Thomas More School.

Internet – Terms and Conditions of Use

1. ***Acceptable Use*** – The primary purpose of the Internet connection is to support education by providing access to unique resources and an opportunity for collaborative work. Its use must be consistent with the educational objectives and philosophy of the school. It is essential that everyone who uses this connection understands this purpose and accepts full responsibility for his or her own actions. Transmission of any material in violation of any state or national regulation is prohibited. This includes but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. All users shall assume full liability, legal, financial, or otherwise for their actions.
2. ***Privileges*** – The use of the Internet is a privilege, not a right. Inappropriate use will result in cancellation of Internet privileges. The Internet coordinator, supervising teachers and school administrators will have authority to deny, revoke or suspend access to users for deliberate misuse or inappropriate behavior. The school also reserves the right to log Internet use and to examine data at any time.

3. **Security** – Because security on any computer system is a high priority, students have a duty to abide by St. Thomas More School policies regarding logging in and out of our network. Each student from 1st through 8th grade will have an individual log in ID and password that must be used when using computers at school. Students must also log off when they are finished using the computer, as *violations of this policy are the responsibility of the user who is logged in at the time of the violation*. Because of this, students should never share their password or other log in information with anyone except their teacher.

Students also have a duty to report any inappropriate use or security problem to the Internet coordinator or teacher. A student's attempt to use administrative functions will result in cancellation of his or her user privileges. Vandalism will also result in cancellation of user privileges. Vandalism includes but is not limited to introducing software in violation of school policy, unloading or creating computer viruses, or changing the basic setup or application settings of school computers.

4. **Warranties** – St. Thomas More Catholic School makes no warranties of any kind, expressed or implied, for the Internet service it is providing. This includes loss of data and non-delivery or service interruptions. The school also denies responsibility for the accuracy or quality of information received from the Internet.
5. **Netiquette** – Students are expected to abide by the generally accepted rules of network etiquette including the following:
 - Computers must be treated with respect. No computer should ever be physically vandalized. Students must never install or remove any software (computer programs) on a school computer. All software on school computers is copyrighted, which means students are not allowed to copy, share or change programs in any way.
 - Students are expected to be courteous and use appropriate language. The use of obscenities, vulgarities, profanities or harassing statements is strictly forbidden on the Internet just as it is in all other situations at school.
 - Students should be careful to disclose only information pertinent to the topic they are researching. They should refrain from disclosing any personal information about themselves or others, such as their address, phone number or credit card number.
 - E-mail at school is to be used solely for educational purposes. Students should also remember that electronic mail is not private and that faculty and staff will have access to all E-mail.
 - Students are not to use the network in a way that disrupts the use by other people. Any malicious attempt to harm or destroy the data of another user, the Internet, or any other network is considered to be vandalism and is strictly forbidden.
 - Students will acknowledge that all information accessible via the Internet is assumed to be private property. Plagiarism, using material created by someone else without permission or acknowledgement, is forbidden. Students shall be responsible for citing Internet resources and respecting copyrighted material.

- Students are not permitted to access their personal social networking sites at school. Students must refrain from mentioning the name of St. Thomas More School on those sites and from posting pictures of other STM students. In addition, they must abide by the discipline and conduct codes of STM found in this handbook while on their personal social networking site.
6. ***Guidelines for Use of STM Internet Service*** – Students must accept the following rules for Internet use in school:
- I understand that I must have a signed policy on file before Internet privileges will be granted.
 - I know that use of the Internet and computers is a privilege and not a right and I agree to follow the guidelines and rules established by STM for its use.
 - I will not share my user id or password with any other student.
 - I will have approval from my teacher for all topics that I research on the Internet and will present evidence of this to the Internet coordinator before using the Internet.
 - I will use the Internet only when an adult is present to supervise.
 - I will properly log n and log out when using any computer at St. Thomas More. Violations of this policy that occur under my login are my responsibility.
 - I will not enter a chat room, divulge personal information about others, or myself or play “arcade-style” games online.
 - If I find myself in an uncomfortable or inappropriate situation on the Internet, I will stop immediately and tell a teacher in charge.
 - I understand that I can download information from the Internet onto a disk but not onto the computer hard drive. I also understand that I cannot upload the contents of any disk brought from outside school.
 - I will not make changes to the set-up or application settings on the computer.
 - I acknowledge that plagiarism is unacceptable and will be responsible for citing sources used on the Internet.
 - I will follow the rules of netiquette.
 - I will use E-mail only for educational purposes.
 - In fairness to other students, I will abide by the online time limits set by the coordinator or teacher.

Please keep *Internet Use Policy* on file for future reference

Please return this page only and keep *Internet Use Policy* on file for future reference

**St. Thomas More Catholic School
Internet Permission**

Student

I understand and shall abide by St. Thomas More School's *Internet Use Policy*. Should I commit any violation my access privileges may be revoked and school disciplinary and appropriate legal action may be taken. I assume responsibility for my actions in accessing network services.

User's Full Name (please print) _____

User's Signature _____ **Date** _____

Parent or Guardian

As a parent or guardian of this student I have read St. Thomas More School's *Internet Use Policy*. I understand that access to the Internet is designed for educational purposes and that precautions have been taken to reduce student exposure to inappropriate material. I will not hold the school or any employee responsible for any material acquired on the network. If I disapprove of any material this student receives on the Internet, I understand that my recourse is to withdraw my permission in writing. I hereby give my permission for the above student to be given access to the Internet.

Parent or Guardian's Name (please print)-

Parent or Guardian's Signature _____

Date _____

***Return this signed form to the **Media Center** by 9-7-07.
Students without a signed copy of the AUP Internet
Permission form on file as of that date will not be able to
use computers at St. Thomas More School until the signed
form is returned.***