

Computer Policy and Internet Acceptable Use Policy

Revised 8-09

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. It is the policy of St. Thomas More Catholic School to require ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below. Access privileges may be revoked; school disciplinary action may be taken, and or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense. The Internet coordinators reserve the right to examine all data at any time.

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.

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 and related technologies 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 consistent with the philosophy and educational and religious objectives of the school. Electronic communications to or from St. Thomas More School should reflect the Christian principles and educational goals of the school. Use of other organizations networks or computing resources must comply with the rules appropriate for these networks.
2. ***Unacceptable Use***-- 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. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, unauthorized game playing, unauthorized chat, or chain letter communication is also prohibited. Other examples of unacceptable information are pornography,

information on bombs, inappropriate language and communications, flame and letters. Use of social networking sites is discouraged and access to them is prohibited from school computers. All users shall assume full liability, legal, financial, or otherwise for their actions.

Vandalism will also result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy data or another user or to damage hardware or software. Vandalism includes but is not limited to introducing software in violation of school policy, uploading or creating computer viruses, or changing the basic setup or application settings of school computers without permission. Unauthorized use of another's computer, access accounts and/or files is prohibited.

3. **Privileges** – The use of the Internet and related technologies 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.
4. **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 in 1st and 2nd grade will have a group login tied to the computer lab. Each student from 3rd 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. Users will notify the supervisor immediately if an individual is trying to contact him/her for illicit or suspicious activities.

5. **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.
6. **Copyright** – It is the policy of St. Thomas More School that all employees, volunteers, and students will abide by the federal copyright law. Employees, volunteers, and students may copy print or non-print materials allowed by: copyright law, fair use guidelines, specific licenses or contractual agreements, and other types of permission. All school software must be properly purchased or donated, including licenses. Employees, volunteers, and students who willfully disregard copyright law are in violation of St. Thomas More School policy, doing so at their own risk and assuming all liability.
7. **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.
- Users 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.
- Users 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. Users should also remember that electronic mail is not private and that administration will have access to all e-mail.
- Users 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. Unauthorized use of another's computer, access accounts, and/or files, is prohibited. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users or misrepresent other users on the network. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of the computer or computer system is prohibited.
- Users 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.
- Users 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.

8. ***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 understand that I will not reveal my personal home address, phone number, or personal information about anyone else. User's personal identifier on email must use the school address only.
- 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 in 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 unauthorized “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 will only use a network accounts if I am the authorized owner of the account for the authorized purpose.
- 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.

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 8-25-09

Students without a signed copy of the AUP Internet Permission form on file as of 8-25-09 will not be able to use computers at St. Thomas More School until the signed form is returned.