



QUEEN of the UNIVERSE

C a t h o l i c S c h o o l

TECHNOLOGY

Acceptable Use Procedures

Elementary and secondary schools may provide technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer and network usage in schools.

Each school will develop procedures stating what the school will do regarding the use of its technology resources. The school will establish technology protocol that will:

- prevent user access or transmission over its computers and computer network of inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and including but not limited to the intranet, Internet access, fax, e-mail, stand-alone computer and telephone;
- comply with the provisions of the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Use of the technology resources that are prohibited include, but are not limited to:

- violating student rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials;
- re-posting personal communication without the author's prior consent;
- violating copyright law;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using the Internet for entertainment or limited self-discovery function;
- using the Internet for unauthorized purchases.

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Responsibilities of the School

The school is primarily responsible for:

- applying blocking to visual depictions of material deemed obscene or to child pornography or to any material deemed harmful to minors as determined by the school administration;
- teaching proper techniques and standards for Internet participation;
- guiding student access to appropriate areas of the Internet;
- informing students that misuse of the Internet in school could result in loss of access privileges and/or further disciplinary action;
- monitoring privacy, software policy, copyright laws, e-mail etiquette, approved/intended use of the school's Internet resource; and
- disabling, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The school **is not** responsible for:

- unauthorized costs or charges that are incurred by students over the Internet;
- any damages the student may incur, including loss of data; and
- the accuracy or quality of any information obtained through any school Internet connection.

Local school policies should address student use of electronic devices during regular school hours and during school-sponsored activities.

Student-owned computers, when used in school, must follow the same procedures as school-owned equipment. Student-owned computers cannot be used on school premises without the expressed consent of the principal.

Parents /Guardians and students must sign and acknowledge the school Acceptable Use Procedure. The parent/guardian must authorize the student to have access to the school technology resources at the beginning of each school year.



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C a t h o l i c S c h o o l

Parent/Guardian Consent Form Acceptable Use of School Technology by Student

I/we have read the school technology guidelines, and have discussed them with my child (ren). In consideration of the privilege of my child (ren) using the school’s electronic communications system* and in consideration of having access to the public networks, I/we 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 **Acceptable Use Procedures (AUP)**.

I / We understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system, and other electronic devices and programs. *

I/we have read the school’s technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access. I / We also understand that any actions taken through the school network that is in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

Parent/Guardian: (Please initial in space provided below)

_____ I/we **do give** permission for my child to participate in the school’s electronic communications system including the Internet and certify that the information contained on this form is correct.

_____ I/we **do not give** permission for my child to participate in the school’s electronic communications system including the Internet and certify that the information contained on this form is correct.

Student: (Please initial in space provided below)

_____ I have discussed, with my parent/guardian, how I may appropriately use the school’s technology tools.

Name of Student

Grade

Print name of parent/guardian

Signature of parent/guardian

Print name of parent/guardian

Signature of parent/guardian

Date _____

*Including but not limited to Internet access, fax, e-mail, stand-alone computer, and telephone. The parent/guardian is responsible for any damage caused by the student’s inappropriate use of the school’s Internet system.