



SAINT PATRICK SCHOOL

Embracing the **Spirit** of Education

Acceptable Use Policy : Saint Patrick School Computer Network Academic Year 2008-2009

Preamble:

The purpose of this document is to serve as a statement on the proper and acceptable use of various aspects of Saint Patrick School including but not limited to the Internet connection(s), computers, and associated peripherals owned/leased and operated by Saint Patrick School. All terms and conditions as stated in this policy are applicable to all users of the network. These rules provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Users who have questions regarding whether a particular activity or use is acceptable should seek further guidance from the Technology Coordinator (Mr. Spear). One component of the Saint Patrick School computer network is a connection to the Internet. Because of its enormous size and multifaceted resources, the Internet's potential for educational benefit is boundless. However, with the great potential also comes some potential for abuse. Because access to the Internet provides connections to other computer systems located all over the world, users (and parents/guardians of users who are minors) must understand that neither Saint Patrick School nor any of its staff members controls the content of the information available on these other systems. Some information may be controversial and sometimes may be offensive. Saint Patrick School does not condone the use of such materials.

Users should be aware 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, users may find ways to access other materials as well. We cannot vouch for the appropriateness of all materials found on the greater Internet. Although the school uses various filtering and monitoring strategies, it is technologically impossible to filter all access while still retaining a meaningful connection. During school activities, staff and/or trained volunteers will monitor and guide students toward appropriate materials. The purpose of Saint Patrick School is educational. Users are responsible for ensuring that their activities adhere to the provisions of this policy and to generally accept educational standards. Saint Patrick School reserves the right to regulate use for valid educational purposes. The school will not unreasonably restrict use on the basis of disagreement over content.

It is the purpose of the SPSCN to enhance established school curriculum. While there will be need to instruct learners in the skills needed to make use of the network, its purpose will be to serve as a resource for improving, extending, and enriching the teaching and learning at Saint Patrick School.

Privilege:

The use of the internet is a privilege and not a right. Inappropriate use will result in restriction or cancellation of access privileges or other discipline deemed appropriately by the principal. Just as there are developmental levels that determine the concepts taught or the activities carried out at various grade levels, there will also be varying degrees of access to the Saint Patrick School Network that will be

allowed to users at different levels. Some of these levels will be determined by age or grade, and some by demonstration of acceptance of responsibility.

No Expectation of Privacy:

The Saint Patrick School Computer Network is maintained and managed by the network administrator in such a way as to insure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the Saint Patrick School Computer Network. The school reserves the right to monitor all computers, Internet, e-mail, and other network activity through random checks and electronic means in order to ensure system security/integrity and to ensure usage consistent with this policy.

Filtering, Monitoring, and Other Protection Measures:

Saint Patrick School relies on the honor of its students and staff to exercise appropriate polite, respectful, and responsible use of computers and Internet access. In compliance with the Children's Internet Protection Act [Public Law 106-554], Saint Patrick School employs various filtering hardware and software. These measures are intended to block sites that may contain content considered to be "visual depictions" of material that is obscene, child pornography, or harmful to minors. These filtering measures apply to all school computers. However, since it is technologically impossible to block all such potential sites, it is also the policy of Saint Patrick School that student Internet use will be monitored by an adult employee or adult volunteer at all times. An adult user may submit a request to the network administrator to temporarily override these filtering measures for bona fide research by that adult user.

To further protect students from dangerous or objectionable activities and to ensure the Saint Patrick School Computer System is only used for its intended purposes, the Saint Patrick School Computer System prohibits use of the following:

- Chat Rooms
- Web based and personal e-mail accounts (school based accounts will be used as described herein)
- Peer-to-peer file sharing (including, but not limited to: Morpheus, Scour, and Gnutella)
- Instant Messaging (including, but not limited to: AOL IM, MSN Messenger, and Yahoo Messenger)
- On-line games or contests including free give-a-ways or promotional campaigns (unless specifically authorized by a teacher for instructional purposes)
- Students will not post/disseminate personal information such as home addresses, phone numbers, or other identifying information about themselves or others in e-mail messages.
- Students will promptly report to a school staff member any message they receive that may be deemed inappropriate or that makes them feel uncomfortable.
- Users (students or staff) will not use the school department's e-mail system or other computer resources for private financial gain, advertising, political lobbying, or solicitation purposes.
- All users are expected to use judgment and caution in communications concerning students and staff to ensure confidentiality.

Behaviors that can result in restriction/revocation of access privileges include but are not limited to:

- involvement in any activity prohibited by law
- any attempts to gain unauthorized access to any computer, network, or communications system (e.g., "hacking")
- intentional use of invasive software such as "viruses," "worms," and other detrimental activities

- using profanity, vulgarities, obscenity or other language which tends to be offensive to or tends to degrade others
- using the network for financial and/or personal gain or for political lobbying except as expressly allowed during a school activity
- viewing, storing, or transferring obscene, sexually explicit or pornographic materials
- "chain" type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist and discriminatory remarks, and other antisocial behaviors.
- sharing passwords or using someone else's password
- transferring, utilizing, or storing materials in violation of copyright laws or license agreements
- intentionally infringing upon the intellectual property rights of others in computer programs or electronic information including plagiarism and/or unauthorized use of reproduction.
- trespassing in another's folders, work, or files
- any additional activity or behavior considered to be unacceptable
- No purchases or downloads of any type without consent of a teacher or principal at Saint Patrick School.

Saint Patrick School reserves the right to include additional activities to this listing of restricted activities as the need arises. Saint Patrick School also reserves the right to make individual exceptions to the above restrictions upon requests to the network administrator.

Responsibilities:

All users shall assume full liability - legal, financial, or otherwise - for their actions when using the Saint Patrick School Computer System.

Responsible use of the Saint Patrick School Computer System requires that users NOT:

- interfere with the normal and proper operation of this network or the Internet
- adversely affect the ability of others to use equipment or services
- conduct themselves in ways that are harmful or deliberately offensive to others
- use the network for any illegal purpose
- change computer files that do not belong to the user
- store or transfer unnecessarily large files
- create, transfer, or otherwise use any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others

All users of the SPSCN will be held fully responsible for the use of their account to transfer or store materials. Any inappropriate activities carried out will be considered to be the actions of the account holder. Therefore, passwords must not be shared or transferred. Users should take reasonable precautions to protect their passwords and prevent others from being able to use their account. Students are not to reveal their personal home address, home phone number, or the home address or home phone number of any other individuals. Students must notify a parent/guardian and a teacher or staff member immediately if any individual is trying to contact them for illicit or suspicious activities. The responsibility of the user is to familiarize himself/herself with and abide by the rules of this Acceptable Use Policy and make appropriate use of the available resources.

Saint Patrick School Website:

Saint Patrick School maintains a website for the purpose of publishing information that is considered important to parents, students, and other community members.

Whenever information or photographs of students or student work will be published, the following rules apply to all information on the website:

- Students will be identified by first name only
- No personal information (home address, home phone, etc.) will be published
- Documents will not contain information that indicates the physical location of a student at a given time other than attendance at a particular school or participation in an activity.

Copyrighted and Proprietary Materials, and Plagiarism:

All users shall respect copyright and proprietary interest of any materials accessed through Saint Patrick School. Users may not duplicate copyrighted software, including school owned software.

Without permission from the copyright holder whether for personal use or the use of others, duplicating copyrighted materials or the use of such materials are offenses subject to criminal prosecution. Plagiarism is expressly forbidden (plagiarism is the claiming of another's work as your own). Proper citations will be used when citing electronic information.

Disciplinary actions:

Violations of the provisions of this Acceptable Use Policy may result in one or more of the following disciplinary actions:

- Verbal warning
- Written warning
- Restriction of access privileges
- Removal from a class activity
- Removal from a course
- Student detention, suspension, or expulsion
- Referral to the appropriate legal authorities for possible criminal prosecution