

# **St. Patrick Catholic School**

## **ACCEPTABLE USE PROCEDURES**

### **Introduction**

The Internet has become an integral part of society for obtaining information and facilitating communication. Internet access is available to students and educators at St. Patrick Catholic School. Our goal in providing this service to educators and students is to promote educational excellence in our schools by facilitating resource sharing, innovation, and communication.

The Internet and email offer students access to thousands of libraries, databases and other resources while exchanging messages with people around the world. Despite the overwhelming benefits provided by the Internet, students may find ways to access other materials that may not be considered educationally valuable. St. Patrick expects educators will integrate use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. We believe access to the Internet, in the form of information resources and opportunities for collaboration, is an important tool to prepare students for the 21<sup>st</sup> century.

Access to the Internet is a privilege, not a right, and inappropriate use will result in the cancellation or restrictions of those privileges and/or disciplinary action by school administration. The following procedures apply to all students and cover all technology equipment (i.e. laptops, digital cameras, cell phones, pagers, etc.)

### **Acceptable Use includes but is not limited to:**

- Use of technology at St. Patrick Catholic School must be in support of education and research, and consistent with the educational objectives of the school.
- Users shall use only his or her account or password and are responsible for all activities under their account.

### **Unacceptable Use includes but is not limited to:**

- ◆ Communicating with strangers or sharing of personal information that is not under supervision of a teacher, staff member or administrator.
- ◆ Using the network for commercial purposes, financial gain, or fraud.
- ◆ Using profanity, offensive language, messages or pictures.
- ◆ Sending or retrieving pornographic materials, inappropriate files or files dangerous to the network.
- ◆ Making personal attacks on other people, organizations, religions or ethnic groups.
- ◆ Harassing another person (i.e., using the Internet in a manner that bothers

another person and not stopping when asked to do so by the other person)

- ◆ Posting of information that:
  - violates US copyright laws.
  - violates the privacy of others.
  - jeopardizes the health and safety of students.
  - is obscene or libelous.
  - causes disruption of school activities.
  - plagiarizes the work of others.
  - is a commercial advertisement.
  - is not approved by the administration.

**Respect for Property is expected and involves, but is not limited to:**

- Do not damage equipment, computer systems or computer networks.
- Do not disrupt the system (i.e. downloading software and files, etc.).
- Do not modify, reorganize or remove equipment.
- Do not move computers or peripherals from their designated places.

**Respect for Others is expected and involves, but is not limited to:**

- Do not interfere with private information or communications, for example:
  - Do not forward personal communication without the author's prior consent.
  - Do not read, modify, or remove files owned by other users unless you have permission to do so.
  - Do not post personal contact information or other sensitive information of another person without their permission.
  - Do not post on the Internet or in an email any information about another person that would be hurtful or insulting regardless if the information is true, without the person's consent.
  - Do not post a picture of a person without his or her permission.
  - Administration and teachers may review files and communications to maintain system integrity and insure that users are using the system responsibly.
- Be considerate:
  - Refrain from excessive printing.
  - Limit your time on computers when others are waiting.
  - Keep computer area clean and free of debris.
  - Do not send spam or excessive group emails.

**Respect for Yourself**

- ◆ Do not share your personal information in weblogs, webpages or to strangers in chatrooms, IM, or email.
- ◆ Remember anything posted on the Internet is available for public viewing.

## **Other Legal Issues**

### **◆ Plagiarism**

- o Do not claim credit for another person's work.
- o Do not use network resources to commit plagiarism.

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### **◆ Copyright Infringement**

- o Do not use text, including names, graphics, sound or animation in messages or the creation of webpages without displaying a notice, crediting the original owner of the material, and stating how permission to use the material was obtained.
- o Do not download, copy, or forward copyrighted materials (i.e. software, music) without proper authorization.

## **Trademark Infringement**

- o Do not use a person's or company's name or logo without permission from both the owner and creator.

Parents/Guardians and students must sign the Acceptable Use Procedures Agreement form before the student is given access to the school computers. Consequences for students violating the agreement are outlined below.

## **CONSEQUENCES OF VIOLATIONS**

**First offense:** Warning. The student's technology privileges/network access will be suspended for one week.

**Second Offense:** Pattern of abuse or flagrant violations: Any student who continues to engage in serious or persistent misbehavior by violating the school's policy will have technology privileges/network access suspended for one month.

**Third Offense:** Repeated pattern of abuse or flagrant violations: The student's technology privileges/network access will be suspended for one year.

Administration reserves the right to impose more serious consequences, including suspension of Internet access and/or expulsion for repeated flagrant violations that do not reflect the educational value of computers and/or the Internet.

**Criminal Offense:** A student may be expelled from school if he or she engages in conduct on the Internet that contains elements of the offense of criminal mischief as defined by State and Federal law.