



## COMPUTER/INTERNET USAGE POLICY

Red Bank Catholic High School is pleased to continue to provide the availability of Internet access to our students.

The Internet is a global interconnected network of computers. Governments, industries, colleges and universities, schools, and individuals contribute to the rich mix of resources that are the Internet. Collaborative problem solving is a benefit that results from access to information in this new format. We look forward to continuing our long-standing tradition of excellence in education by offering this service.

In order for your child to use RBC's Internet resources, you must read the Acceptable Use Policy, sign the acknowledgment form in the front of the handbook, and return it to the school.

Our goal in providing Internet access is to help students develop the ability to evaluate and synthesize information from a myriad of sources and to enable them to develop the critical thinking and problem solving skills that they will need as citizens in an increasingly electronic and global society.

With the right of access comes the responsibility to use the resources wisely. Access to computers and people worldwide may mean the appearance of material that is not educationally defensible in a school setting. Monitoring and controlling all such material is impossible but the school is using Internet screening/filtering software to do as much as possible. We believe that the information and interaction made possible by the Internet far outweighs the possibility that users may acquire materials that do not support the educational goals of Red Bank Catholic High School.

We have developed a set of guidelines to govern the use of the Internet at RBC. Please read the guidelines below and discuss each part with your child.

### **Purpose:**

Computers are a valuable tool for education. One of this school's purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with our policy.

### **Goals:**

To provide a variety of tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology. To encourage critical thinking and problem solving skills that will be needed in this increasing electronic and global society.

### **Responsibility of User:**

With right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet for instance, may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Monitoring and controlling all such material is impossible. The school will make every effort to discourage the appearance of such material. However, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the internet.

- Use of the workstations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited if necessary.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- Access of E-mail accounts through the school's computers will be restricted. Access to E-mail accounts may be allowed for educational purposes only and with prior approval first. Instant messaging will not be allowed for any reason.
- Computer games, which are non-approved, will not be allowed.
- Any attempt to circumvent system security, guess passwords or in any way gain access to secured resources is forbidden.
- Use of the Internet for commercial gain or profit is not allowed from an educational site.
- Users may not move, repair, reconfigure, modify, or attach external devices to the systems.
- The network administrator has the right to monitor all activities.
- Additional rules and restrictions may be added at any time. Users are responsible for reading and following these rules.

### **School Rules:**

- All students that are using any computer in the building must use his/her unique username and password. Every student must log off when they are finished using the computer. Students should not share their passwords or usernames with any other student. Students will be responsible for all activity or Internet sites accessed under their username.
- For reasons of personal safety, students will NEVER post personal contact information about themselves or other people. This may include address, telephone number, school address, etc.
- Students will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.

- Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
- Students will not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they through means of the Internet, harass or annoy other users.
- Students will not knowingly or recklessly post false information about persons or organizations.
- Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by other means. These actions are illegal.
- Students will not attempt to connect to the local network, intranet or internet with their personal equipment without prior approval.
- Students will not move or unplug any technology related equipment without prior approval and assistance from faculty.
- Illegal downloading of copyrighted software for use on home and school computers is prohibited.
- **Posting on the Internet photographs, videos, or audio recordings of school personnel or students without the express written consent of the individual is strictly prohibited.**
- **Inappropriate and/or secret video, audio recording or photographs of any school personnel by a student or adult is strictly prohibited. Violators risk immediate disciplinary probation.**

#### **Security and Privacy:**

- RBC has a contract with Google to use specific instances of G Suite which includes Google Drive. Any personal account you may have with Google is covered by different terms and may not have the same security and privacy as RBC's agreement with Google.
- G Suite for Education provides enhanced collaboration with video and data sharing capabilities between student and teacher. Teacher's video class lectures may be recorded and archived for later use to support learning.
- Students must always exercise caution online, especially when sharing data.
- When you access Google services you agree to Google's terms of service for G Suite for education as stated in the [G Suite Terms of Service Policy](#).
- If you violate these terms, RBC or Google may suspend or terminate your account.
- RBC does not back up data stored on G Suite for Education or any independent applications, and that RBC cannot recover any data or documents that are deleted from these applications.
- All student Google Drive data is deleted 2 months post graduation as posted in your Google Drive.
- The Google Terms of Service may change without notification. Users should check this document periodically to ensure they remain in compliance.
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#### **Enforcement Sanctions:**

Red Bank Catholic reserves the right to monitor network traffic, perform random audits, and to take other steps to ensure the integrity of its information, network and compliance with this policy. Violations of this policy may lead to appropriate disciplinary action, which may include temporary or permanent restrictions on access to certain information or networks.

**Red Bank Catholic High School  
Reserves the right to amend this policy.**

**If after reading these documents you have questions about the materials or about the internet, please call us at 732-747-1774**

**Mr. Robert Abatemarco ~ Principal  
Mrs. Karen Falco ~ Vice Principal  
Mr. Leonard Russo ~ Director of Technology**