



Acceptable Use Policy For Technology and Internet Use

At the beginning of each school year, all **students** using Our Lady of Perpetual Help School network are asked to sign a form stating compliance with the policies stated below. Students will be expected to return an individual agreement as well as the parental permission form for Internet access and network use, **Parent and Student Consent Form for Internet Use** can be found on our website under the [Parent Resources> Annual Forms> Technology Policy Forms](#)

SECTION ONE: GENERAL COMPUTING POLICY

1) Acceptable Use

In order to ensure smooth system operations, the system administrator and Principal of Our Lady of Perpetual Help School have the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited but not limited to:

- A. Applying for a user ID under false pretenses
- B. Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person.)
- C. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- D. Attempts to evade or change resource quotas
- E. Use of facilities and/or services for commercial purposes
- F. Any unauthorized, deliberate action that damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration.
- G. Copying programs purchased by you onto Our Lady of Perpetual Help School computers and/or the network systems, without the express, written consent of Our Lady of Perpetual Help School
- H. Copying programs licensed to Our Lady of Perpetual Help School for personal use
- I. Abusing computer equipment

2) Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited but not limited to:

- A. Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- B. The decryption of system or user passwords
- C. Copying, deleting, or moving system files
- D. Deleting, examining, copying, or modifying files and/or data belonging to other users
- E. Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- F. The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks.
- G. Vandalism - This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/ Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.



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- H. Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping Email messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.
- I. The use of flash drives by students is strongly discouraged. Any external drive or storage device used on a network computer, as well as email attachments, must first be scanned for viruses.

SECTION TWO: INTERNET ACCESS

Internet access is available to employees and students of Our Lady of Perpetual Help School. We are pleased to bring this access to Our Lady of Perpetual Help School and believe the Internet offers vast, diverse, and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

Students at Our Lady of Perpetual Help School receive instruction through the I-Safe Curriculum, Common Sense Media, and a variety of other educational resources. Topics include but not limited to:

- Digital citizenship
- Appropriate online behavior, including interacting with others on social networking sites and chat rooms
- Cyberbullying awareness and response

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. **To safeguard our students and to comply with the [Children's Internet Protection Act](#), Our Lady of Perpetual Help School has taken precautions, which are limited to known sites, to restrict access to controversial materials. The filtering solution in place is a subscription service via the Sonicwall firewall.** This content list is updated automatically on a regular basis. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We at Our Lady of Perpetual Help School firmly believe that the valuable information and interaction available on the Internet far outweighs the possibility that users may procure material that is not consistent with educational goals.

The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If an Our Lady of Perpetual Help School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken.



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INTERNET ACCESS: TERMS and CONDITIONS

1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of Our Lady of Perpetual Help School. Each user is personally responsible for this provision at all times when using the network.

- A. The use of any other organization's networks or computing resources must comply with the rules appropriate for that network.
- B. Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to copyrighted material, material protected by trade secrets, threatening or obscene material, and criminal activity.
- C. Use by students for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- D. Do not use the network in any way that would disrupt network use by others.
- E. **NEVER** reveal personal information, such as an address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- F. Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church is strictly prohibited.

2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will receive instruction in class as to the proper use of the network.) The system administrator and/or school administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of Our Lady of Perpetual Help School has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts.

3) Network Etiquette and Digital Citizenship

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited to, the following:

- A. Be polite. Do not send, or encourage others to send abusive messages
- B. Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear or use any other inappropriate language. Illegal activities are strictly forbidden.
- C. All communications and information accessible to users via the network should be assumed to be the private property of others, however, all activity on the school network can be monitored at any time by the system and school administrators.



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4) Email

You are responsible for all electronic mail originating from your user ID. Therefore:

- A. Unauthorized attempts to access another person's email or similar electronic communications or to use another's name, email or computer address, or workstation to send an email or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- B. All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over school email.
- C. The school/institution reserves the right to access email to retrieve school/institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data, or files to law enforcement authorities.
- D. Any information contained on a school/institution computer's hard drive or computer disks that were purchased by the school/institution is considered the property of the school/institution.
- E. Forgery (or attempted forgery) of electronic mail is prohibited.
- F. Attempts to send harassing, obscene, and/or other threatening emails to another user is prohibited.
- G. Attempts at sending unsolicited junk mail, "for-profit" messages or chain letters are prohibited.
- H. Students in grades 2nd through 8th have received access to Google Apps for Education (GSuite) through the *olphbeth.org* domain. Students are obliged as part of the overall acceptable use policy, to follow the guidelines in the school's **Google Apps Information** and **Google Apps for Education** permission form (you can find these forms on our website under the [Parent Resources](#)> [Annual Forms](#)> [Technology Policy Forms](#)) . No student will receive an account without a signed form. Accounts may include school-monitored access to email and other Google tools including but not limited to documents, spreadsheets, and presentations, depending on the grade level.

5) Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system or any other device. If you feel you can identify a security problem, you must notify the system administrator or your homeroom teacher. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their accounts to the system administrator.

6) Chromebook Policy

Please refer to the **Chromebook Policy Use Student Form** for more information (this form is found on our website under the [Parent Resources](#)> [Annual Forms](#)> [Technology Policy Forms](#))