



St. John the Evangelist Catholic School Acceptable Usage Policy



Introduction

St. John the Evangelist Catholic School has established a computer network and offers Internet access for employee, student, and volunteer use. Employees, volunteers, students, parents or guardians must read, understand, and sign the following acceptable use policies.

The most important prerequisite for Internet access at St. John School is that each user takes full responsibility for his or her own actions.

St. John the Evangelist Catholic School will not be liable for the actions of anyone using the computers, network, or internet connection. All users shall assume full liability, legal financial or otherwise, for their own actions. The use of the Internet is a privilege, not a right. All network hardware and data is the property of St. John the Evangelist Catholic School and can be monitored and reviewed at any time.

Acceptable Uses

1. The computer network at St. John the Evangelist Catholic School has been established to allow Internet access for educational and research purposes ONLY in accordance with the educational and religious objectives of the school.
2. Student access is limited to normal school and ESP hours. Use outside these hours by students or volunteers must be approved and supervised by an authorized school employee.
3. Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Acceptable Use Policy. Permission may be revoked at any time.
4. Material created and/or stored on the school's network becomes the property of the school. The Technology Specialist will review the system to ensure proper use. Employees, volunteers, and students should expect that any data stored or transmitted through the school network will be viewed or monitored by authorized personnel.
5. Network users must keep their passwords private. Accounts and/or passwords may not be shared. Each user will be held accountable for the actions of their user ID on the network.

Guidelines for Use of St. John Internet Service

Students must accept the following rules for Internet use in School:

1. I understand that I must have a signed policy on file before network and internet privileges will be granted.
2. I know that use of the internet is a privilege and not a right and I agree to follow the guidelines and rules established by SJE for its use.
3. I will not share my user ID or password with anyone else.
4. I will have approval from my teacher for all topics that I research on the Internet and will present evidence of this before using the Internet.
5. I will use the Internet only when an adult is present to supervise.
6. I will properly log-in and log-out when using any computer at St. John School. Violations of this policy that occur under my login are my responsibility.
7. I will not enter a chat room, divulge personal information about others or myself or play "arcade style" games online.
8. If I find myself in an uncomfortable or inappropriate situation on the Internet, I will stop immediately and tell a teacher in charge.
9. I understand that I can download information from the Internet after receiving permission from a teacher.
10. I will not make changes to the set-up or application settings on the computer.
11. I acknowledge that plagiarism is unacceptable and will be responsible for citing sources used on the Internet.
12. I will follow the rules of netiquette.

Unacceptable Uses

1. The network may NOT be used to download, copy, or store any software, shareware, or freeware without prior permission from the Technology Specialist.
2. The network may NOT be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the Technology Specialist.
3. Use of the network for advertising or political lobbying is prohibited.
4. The network may NOT be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright and proprietary laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. It is strictly prohibited for network users to log on or attempt to log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Network users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
8. Network users may not engage in "spamming" (sending an email to more than 10 people at the same time) or participate in chain letters.
9. Network traffic is monitored.
10. Students may NOT use email while at school. Faculty, staff, and volunteers may NOT use personal email or webmail from the school network.
11. St. John the Evangelist Catholic School policy abides by all federal copyright laws.

Safety Guidelines for Students

1. Never give out your last name, address, or phone number.
2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

**A SEPARATE FORM IS REQUIRED FOR EACH STUDENT OR ADULT.
PLEASE COMPLETE AND RETURN ONLY THIS PAGE.**

Parent/Guardian Permission

I have read, understand, and agree to follow the rules contained in the Acceptable Use Policy about appropriate use of the computer network at St. John the Evangelist Catholic School. I further understand that any violation of this Acceptable Use Policy may result in my privileges being revoked and disciplinary or administrative action being taken. I understand that this form will be kept on file at the school.

For parents or guardians:

I give my child permission to access the network as outlined above. I also understand that my child's work or image (writing, drawings, video, picture, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.

Parent Name (print) _____

Student Name (print) _____

Parent Signature _____

Student Signature _____

Date _____

Date _____

Grade (circle one) PK K 1 2 3 4 5 6 7 8

Please keep a copy of this for your own future reference.