

## Technology: Internet Acceptable Use Policy

All use of technology, whether or not explicitly stated within this policy, must be consistent with the philosophy, goals and Catholic educational mission of the school. The school administrator reserves the right to make determinations that particular uses are or are not consistent with the mission of the school.

The purpose of school-provided technology, including Internet access and electronic mail, is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those that are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered from the Internet and obtained from all other software in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all appropriate information is limited when employees and students are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Students' pictures should not be posted on the Internet without the express written permission of the parent/guardian. Students' photos that are posted on the internet should not have any identifying information attached to the photos.

It is the responsibility of the chief administrator to monitor and oversee the use of technology in the school.

Employees and students access to, and use of, the Internet and other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff. Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

Written permission of the parent/guardian will be obtained in order for a student to gain access to school-provided technology. All students will sign the "Acceptable Use Policy" (which appears at the end of the Student Handbook). Students using the Internet are responsible for their behavior in accordance with the school's disciplinary policy. The privacy of students' files and electronic mail is not guaranteed in the school setting.

### Responsibility:

- The school makes no assurances of any kind, whether expressed or implied, regarding Internet services. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in the Internet or in-school network services and/or hardware failure.
- The school will not be responsible for the accuracy, nature, or quality of information stored on any fixed or removable electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the Internet. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's internet access must also comply with agreements specified in the contract with the internet service provider.

- Administrators, teachers, support personnel and students will not use school computers, networks, electronic mail or access to the internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually oriented, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy.
- Employees and students will not intentionally damage, misuse, or tamper with hardware or software, network system or information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send/receive electronic mail.
- Technology hardware or software will not be removed by employees or students without permission of the administration.
- Employees and students will not gain unauthorized access to resources or invade the privacy of others, except as otherwise provided by law or policy.
- Employees and students will not use or attempt to obtain another user's password.
- Employees and students will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Employees and students will not subscribe or use fee based on-line services without the prior written approval of the administrator.
- Employees and students will not use electronic mail for any illegal activity, including, but not limited to violation of copyright laws.
- Employees and students will not respond to unsolicited electronic mail messages.
- Administrators may request that certain internet sites are blocked if they are deemed inappropriate.
- The school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to every and all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals and educational mission.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.

**Immaculate Conception School**  
**"Acceptable Use Agreement for Students"**

I/We, the undersigned parent(s)/guardians(s) have read, understand, and agree to abide by the provisions of the Technology Acceptable Use Policy, as published in the school handbook. I/We further acknowledge and accept responsibility for any violation of this policy made by my/our child/children. Any violation of this policy will result in suspension of internet/technology privileges and will incur disciplinary action as stated in the handbook disciplinary code and the policy manual of the diocesan Office of Schools.

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_ Parent/Guardian Signature \_\_\_\_\_

I, the undersigned student have read, understand, and agree to abide by the provision of the Technology Acceptable Use Policy as published in the school handbook.

Date \_\_\_\_\_ Student Signature \_\_\_\_\_ Grade \_\_\_\_\_