

## Acceptable Use Policy for Technology at Epiphany Catholic School

New technologies make available exciting new learning opportunities for Epiphany Catholic School students. They also raise new issues about appropriate student behavior. Each student is expected to behave in such a way to be a credit to himself or herself and to Epiphany School.

### **Technology Mission Statement**

The technology mission for Epiphany Catholic School is to assist in the future success of its students by providing them with equitable, appropriate and useful learning experiences involving technology. This technology will be used as a tool, not only to enrich their learning, but, also, their desire to learn.

### **Purpose for using Epiphany Catholic School Network**

Epiphany Catholic School encourages students and staff to utilize the network and the Internet for variety of educational purposes, such as:

- Facilitating research and data collection.
- Enhancing skills in all subject areas.
- Sharing information, experiences, and viewpoints with people from other geographic areas.

Parents should sign the paper if they do not want their child to access the Internet. The school will provide an alternative way to help students to get the information.

### *Responsibilities of users*

Students shall accept the following responsibilities when using the school network and the Internet:

- Comply with copyright laws and “fair-use” guidelines.
- Adhere to the rules and policies of the school
- Comply with all rules set forth in this policy and by their classroom teacher(s) and/or administrators. . This includes, but is not limited to, plagiarism or inappropriate use of information.
- Evaluate Internet information carefully. As with any research material, you must review it for accuracy and bias.

## **Terms and Conditions**

### ***I. Acceptable use***

A. The use of the computer must be in support of education and research consistent with the educational objectives of Epiphany Catholic School.

B. Transmission (sent or received) of any material in violation of any national or state regulation or material inconsistent with the moral teachings of the Roman Catholic Church is strictly prohibited. This includes, but is not limited, to copyrighted material (pictures, sounds, video clips, text documents, etc), threatening/obscene and destructive material

C. Do not publish the name, photograph, home address or telephone number of yourself, another student, faculty, or any other person unless is authorized

D. Do not maliciously attempt to harm or destroy data of another user, Internet or any other network.

### ***II. Privileges***

A. The use of the Internet and the Epiphany School computer network system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The principal and/or vice-principal will deem what is inappropriate use and their decision is final. Also, the principal and/or vice-principal may deny, revoke, or suspend the use of the computer at any time with or without cause as required.

B. Messages relating to or in support of illegal activities will be reported to the authorities.

### ***III. Internet Etiquette***

All users are expected to abide by the generally accepted rules of network etiquette. These standards of conduct include, but are not limited to the following:

A. Users should be polite. Do not get abusive in your messages to others.

B. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language

C. Do not reveal personal information of students or faculty

D. Note that electronic mail is not guaranteed to be private. People who operate the system do have access to all mail. Any message that is send through our system has our school name.

F. Students are not allowed to open personal e-mails from school campus, unless a teacher authorizes the access to a school project via their personal e-mail.

G. Accessing Chat rooms or instant messaging is prohibited

#### IV. *Security*

A. If you feel you can identify a security problem, you must notify the teacher, principal and/or vice-principal. Do not demonstrate the problem to other users.

B. Do not use other users account without proper authorization

C. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Epiphany School computer network and/or the Internet.

D. Even though our network has software to protect our users from inappropriate sites, we are not responsible for a site, which will bypass our program. Student should turn monitor off and report immediately to the teacher in charge when accidentally an inappropriate site bypass our filter.

E. Students are not allowed to surf images from any search engine. To get images, students have to use the search engine's web link.

F. Downloading or installing any software application without authorization is prohibited.

#### V. *Vandalism*

Vandalism will result in immediate cancellation of privileges and suspension or expulsion from Epiphany School. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, the Epiphany School computer network system or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes, but is not limited to, the uploading or creation of computer viruses, defacing components of the Epiphany School computer network system, and destroying another user's computer programs and/or projects.

VI. You agree to hold Epiphany School harmless and indemnify us for any claims for damage caused by your acts, errors or omissions in connection with this agreement.

Revised 10/2008

## ***Epiphany Catholic School Internet Use Agreement***

### ***User***

I understand and will abide by the above Acceptable Use Policy for Technology. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Full Name: \_\_\_\_\_

User's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ***Parent or Guardian***

As the parent or guardian of this student, I have read the Acceptable Use Policy for Technology. I understand that this access is designed for educational purposes. Epiphany School has taken precautions to eliminate controversial material. However, I also recognize it is impossible to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent or Guardian's Name: \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

I don't give permission to my child to use the Internet \_\_\_\_\_

Date: \_\_\_\_\_

### ***Sponsoring Teacher***

I have read the Acceptable Use Policy for Technology and agree to promote THIS policy with the students. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the supporting teacher I do agree to instruct the student on acceptable use of the network and proper network etiquette.

Computer Lab Teacher: Ms. Jackie Bradford

Teacher's Signature: