

Rockford Diocese
Acceptable Use Policy Grades 3-8

Purpose

St. Thomas the Apostle School has computers linked to the Internet and a school wide network. The use of these resources is for student learning. In keeping with the Children's Internet Protection Act (CIPA), every effort shall be made to provide a safe learning environment including Internet security software. However, it is impossible to fully control all information available to students. St. Thomas the Apostle School has this Policy as a guide to behavior that is expected when using these resources. This Acceptable Use Policy:

- Establishes the privilege and reason for using these resources
- Gives direction for acceptable use of the resources
- Ensures fair and just use of the resources
- Provides guidelines for the protection and reliability of the school network
- Informs the students of penalties for violating these guidelines

Goals for Computer Use

Technology helps with learning. St. Thomas the Apostle School uses technology to prepare the students for life in the digital world by:

- Teaching technology skills
- Combining technology use into various subject areas
- Encouraging thinking and problem solving skills
- Supporting evaluation and synthesis of information
- Teaching fair and just use of technology

Student Responsibilities

St. Thomas the Apostle School provides the hardware, software and peripherals for students to use in furthering their education. The use of electronic resources is a privilege. It is the student's responsibility to use the equipment correctly and respect the property of others as outlined in this Policy. A student should report any problems noted with hardware or software to his/her teacher.

Policy Terms

The following rules are to be followed. The Rockford Diocese Office of Catholic Education or St. Thomas the Apostle School may add additional rules and restrictions at anytime.

- All Internet and electronic resources are to be properly cited. Students are to respect the property of others.
- Although St. Thomas the Apostle School has Internet security software in place, no Internet filter is 100% secure. Any site that makes the student feel uncomfortable is to be brought to the immediate attention of the teacher, librarian or adult supervisor immediately.
- Do not use the equipment to bully, threaten, embarrass or annoy an individual(s).
- Do not use profane, vulgar or rude language or material.
- Do not publish false information about another individual.
- Do not publish photos or videos of individuals without permission of the teacher.
- Do not give out personal information such as name, address, age, phone, or personal description about yourself or others.
- Do not share your password or guess others' passwords.
- Do not attempt to access files other than your own.
- Do not install, download, delete, upload or change any software, including preferences.
- Do not attempt to repair any hardware. Report any damage or changes to equipment to the teacher.
- Do not access sites on the Internet other than those necessary for the assignment.
- Do not attempt to access social networks, e-mail or live communications.
- Do not burn copies of software.

System Security and Reliability

Network security is a high priority. Users must abide by the school's Policy for using personal digital assistants (PDAs), calculators, gaming devices, cell phones, digital cameras and any other electronic device. Access will be determined by the school administration. St. Thomas the Apostle School or the Rockford Diocese Office of Education has the right to monitor the use of all electronic equipment and to change or add additional rules and regulations at any time. Users must be aware that the following are not allowed:

- Unauthorized access to the network through another user's account
- Wasteful use of technology resources, such as file space and unnecessary printing
- Introduction and spreading of computer viruses
- Using the network in a way that could be disruptive to other users
- Leaving open files or network connection unattended or unsupervised

Students should not expect privacy in their use of computers and school resources. Any misuse of the school's computers and technology resources must be reported by the student to the Network Administrator or teacher immediately.

Penalties

Any violations of this Policy may result in any or all of the following:

- Loss of school network and Internet use
- Disciplinary action up to and including issuance of a detention, suspension, or expulsion
- Parents will be held responsible for any monetary charges that result from student misuse of equipment where damage was caused intentionally or recklessly.

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I understand that by using the (Name of School's) network and equipment, I must follow this Policy. I must obey the rules of etiquette and courtesy. I understand the consequences for not following this Policy.

Student Signature _____ Date _____

Print Name _____

Parent or Guardian: We ask that you review this Policy with your child and sign below.

I will instruct my child to use St. Thomas the Apostle School's technology in accordance with this Policy. I will emphasize the importance of personal safety and appropriate behavior.

As the parent or guardian of _____ I have read and reviewed this Policy and release the school, Diocese of Rockford and its personnel from any claims resulting from my child's use of the School computers or Internet. I give permission for my child to use the school computers, network and Internet for learning and research in preparation for life in a digital environment.

Parent/Guardian signature _____ Date _____

Print Name _____

St. Thomas the Apostle School Photo Release Form for 2008-2009

St. Thomas the Apostle School is including photos of students, teachers, school activities, and school projects, on its web site and in other publications such as newsletters, promotional materials, the local newspaper, and television. Though the names of faculty, staff, and administration will be used, it is our Policy that the full names of students will not. Occasionally, it might be necessary to use the first name of a student, but no last names, addresses, and/or telephone numbers will ever be used. Below, please **select one** photo release agreement.

_____ We/I hereby give permission for St. Thomas the Apostle School to use photos of my child and/or his/her school projects, **along with first name only**, on St. Thomas the Apostle School's web site and/or other publications.

OR

_____ We/I hereby give permission for St. Thomas the Apostle School to use photos of my child and/or his/her school projects, **without first name or last name**, on St. Thomas the Apostle School's web site and/or other publications.

OR

_____ We/I hereby **do not give permission** to St. Thomas the Apostle School to use photos, in which our/my student is clearly recognizable, on St. Thomas the Apostle School's web site and/or other publications.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Printed Name: _____