



SAINT CECILIA SCHOOL

Where morals and values meet academic excellence

2019 – 2020

INTERNET USAGE POLICY

Acceptable Use Policy

Saint Cecilia School fully endorses the use of the Internet as an educational tool. Access to information, research sources, people and computers throughout the world is available to our students. The school is committed to restricting access to questionable material and to limiting inappropriate use by having installed filtering software, direct supervision and student education. Control of all on-line activities is impossible. Therefore, all users who access the Internet through Saint Cecilia School are required to adhere to strict ethical and legal guidelines. If Saint Cecilia School users violate any of these provisions, their access via the school may be terminated, and future computer access may be denied. In addition, a student guilty of such violations will be subject to disciplinary actions up to and including suspension / expulsion from school.

Student Compliance Agreement

I understand that access to the Internet from Saint Cecilia School must be in support of education and research, and I agree to the following:

I will refrain from accessing any news groups, links, list-servers or other areas of cyberspace that would be offensive to any students, faculty, staff or parents because of pornographic content; racial, ethnic or minority disparagement; advocating violence; or illicit/illegal content.

Accordingly, I am responsible for monitoring and appropriately rejecting materials, links, dialogue and information accessed/received by me. If any material appears on screen that is unacceptable or makes me uncomfortable, I will immediately shut off the monitor and notify the supervising faculty/staff member.

I accept responsibility for keeping copyright software from entering the school via the Internet. Therefore, I must not download games, music, graphics, videos or text materials that are copyrighted.

Plagiarism is illegal and therefore unacceptable. I accept responsibility for using downloaded text in an appropriate manner. Violation of copyright laws will not be tolerated. I will not post, distribute or use without permission material that was created by someone else.

I will be courteous and use appropriate language, refraining from swearing or using any form of obscene, harassing (bullying) or abusive language. If I am a victim of such behavior, I will immediately report the abuse to the supervising faculty/staff member or to the Principal. If another user requests that I no longer send him/her e-mail or in any way make contact, I will immediately stop all contact with that person(s).

I will not reveal personal information including addresses and telephone numbers of others or myself.

I will not lend any assigned accounts or passwords to others.

I will report all e-mail messages relating to or in support of illegal activities to the appropriate authorities.

I will never agree to meet face-to-face with someone that I have met through on-line activity.

Security

I understand that system operators and the administration will have access to all user accounts, including e-mail.

If I am not sure how to do something on the computer, I will ask the assistance of the supervising faculty/staff member.

If I suspect a security problem related to my school's accounts or on the Internet, I will immediately notify the supervising faculty/staff member or the Principal. I will not demonstrate the problem to others.

I understand that any user legitimately identified as a security risk or with a history of problems with other computer systems may be denied access to the Internet through Saint Cecilia School.

I understand that any user attempting to maliciously harm or damage data of another user or an area of the Internet, including the introduction of computer viruses and unauthorized use of credit or debit cards, will be denied access to the Internet through Saint Cecilia School and will be subject to disciplinary action.

Conclusion

I understand that the use of the Internet is a privilege and that inappropriate use will result in cancellation of those privileges and I may be subject to disciplinary actions up to and including suspension/expulsion from Saint Cecilia School. I further understand that the supervising faculty/staff member or the administration will deem what is inappropriate use and that their decision is final. The supervising faculty/staff member may close the access of any user at any time as required. The expectation of faculty, staff and administration is that students at Saint Cecilia School will adhere to the above policies.

Saint Cecilia School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Cecilia School is not responsible for any damages a user may suffer, including loss of data. Saint Cecilia School will not be responsible for the accuracy or quality of information obtained through this Internet connection.

After reviewing this Internet Usage Policy (Acceptance Use and Student Compliance Agreement) with your child, please sign the Internet Consent Form and the Acceptable Computer Practice Form and return them to the school no later than September 13, 2019. EACH CHILD IN THE FAMILY MUST HAVE HIS/HER OWN SIGNED FORMS ON FILE. Any student who does not return these forms will not be permitted to use the computers or to access the Internet at school.



INTERNET USAGE POLICY

Must be returned to school by September 13, 2019

Student Consent

I have read the Saint Cecilia School Internet Usage Policy and agree to abide by it.

Name of Student (Please print)

Grade _____

Signature of Student

Date _____

Parent/Guardian Consent

I have read the Saint Cecilia School Internet Usage Policy. I understand that the Internet is a worldwide group of hundreds of thousands of computer networks. I know that Saint Cecilia School does not control the content of these Internet networks. I realize the students, when using the Internet, might access material that may be considered controversial or offensive even with appropriate safeguards in place.

Further, I understand that Saint Cecilia School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Cecilia School will not be responsible for any damages a user may suffer, including loss of data. Saint Cecilia School is not responsible for the accuracy or quality of information obtained through this Internet connection.

I hereby grant Saint Cecilia School permission to allow my child access to the Internet. I understand that my child maintains this privilege as long as the procedures described in the Acceptable Use Policy and Student Compliance Agreement is followed.

Name of Parent/Guardian (Please print)

Date _____

Signature of Parent/Guardian



ACCEPTABLE COMPUTER PRACTICE

I will not use food or drinks at the computer. I will have clean hands when using the computer.

I will not interfere with another person's computer work. This includes touching a computer to which I am not assigned, as well as "snooping" copying, altering or otherwise tampering with someone else's files.

I will not download files, graphics, etc. without permission of the teacher. I will not install any programs unless instructed by the teacher to do so.

I will not change computer or monitor settings, such as backgrounds, screen savers, mouse, etc. without permission from the teacher.

I will not copy software for use where it is not licensed.

I will not print information unless I have permission from the teacher/staff member.

In order to limit the possibility of computer viruses, I will not use flash drives/disks from home without permission from a faculty/staff member. I understand these flash drives/disks must be scanned before I will be allowed to use them in order to determine whether or not they are infected.

I will leave my work area clean and will put away materials that I have used before leaving the computer station.

I am aware of the rules of computer usage and agree to abide by them.

Name of Student (Please print)

Grade _____

Signature of Student

I have reviewed the rules of computer usage with my child.

Name of Parent/Guardian (Please print)

Date _____

Signature of Parent/Guardian