



Catholic Diocese of Arlington

### ACCEPTABLE USE POLICY

Computer use and Internet access is encouraged and made available to further education and research in an academic setting consistent with the mission of the Diocese of Arlington, Office of Catholic Schools. Computer and Internet access may be used only for academic purposes. Internet access is provided at times and places determined by each school under the direction and supervision of the school staff. Files stored on school computers are restricted to school-related assignments only. Telecommunication is restricted to school-related projects and must be supervised by the teacher and/or staff.

The Internet contains extensive information on a variety of subjects. There is no privacy on the Internet; therefore, personal or identifying information should not be provided concerning anyone in the school. Many laws, including those related to copyright infringement, harassment, slander and obscenity apply to Internet use.

#### Acceptable Use Policy- Elementary Schools, Grades K-5

1. I will not damage the computer or network in any way.
2. I will not use a computer or hand-held device to harm other people or their work.
3. I will not violate copyright laws.
4. I will not view or use other people's folders, files or work without their permission.
5. I will not view, send or display offensive messages or pictures, or harass others in any way.
6. I will not access my personal e-mail account or any free e-mail services from any school computer.
7. I will not record any personal information, such as name, address, etc., about myself for anyone else on an Internet site.
8. I will not view Internet sites that my school or teacher does not allow or thinks are inappropriate.
9. I will not represent other people's work as my own (plagiarism).
10. I will tell any adult immediately if I see materials that violate these rules.
11. I understand that all electronic files are subject to review by the administration.

I am prepared to be held accountable for my actions and for the loss of privileges if the Acceptable Use Policy is not followed.

Student's signature \_\_\_\_\_

Parent's signature \_\_\_\_\_

Students and parents will sign an acceptable use policy each year. The administration is responsible for monitoring compliance with the policy.