Technology and Internet Acceptable Use Policy
For
Students Grades 6-8
Diocese of Richmond
St. Edward-Epiphany School

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All users, faculty, staff, administrators, and students, are expected to exhibit high standards of behavior all times when using the Internet, email and other technology.

The use of the School's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at School must be in support of the educational mission and objectives of the Diocese of Richmond and of the School. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. The administration, faculty and staff may request that the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Prior to being given access to the School's computers and Internet, all staff members, as well as students in grades six through eight and their parent(s) (when student is under the age of 18) must return the signed Technology and Internet Acceptable Use Contract. Students in grades K-5 will return the Computer and Internet Promises form. These agreements will be completed every year.

System users at School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in School-owned computers or on the School network. All communications (including email) and information accessible via the network is School property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinators/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email and may authorize access as necessary.

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify an appropriate authority.

At School, the faculty and staff blend thoughtful use of computers and the Internet throughout the curriculum and provide guidance and instruction to students in their use. The School provides controls and filtering protection on the School's network. Outside of School, families bear responsibility for the education and monitoring of their students in Internet and computer usage much as they do with television, telephones, radio, movies, and other media. The School may not be held responsible for users' intentional misuse of the Internet or equipment.

Acceptable Computer and/or Internet Use

1.   The School's technology is meant for educational purposes; classroom instruction, research, and/or approved projects. In order to accomplish these goals, the School's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.

2.   Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

Unacceptable Behaviors include but are not limited to the following:

1.   Refusing to abide by the generally accepted rules of network etiquette as mentioned above.

2.   Attempting to log on to the School network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other's folders, work or files.

3. Sending any written comment or picture that is malicious regarding another student or individual. All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.

4. Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to, copyrighted material, threatening or obscene material.

5. Using School name or logo on personal websites. The School discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.

6. Publishing information on the Internet, such as blogging, that brings discredit to the School (whether on or off School premises).

7. Non-School related social contacts between faculty/staff and students.

8. Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software.

9. Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.

10. Using network in any way that will limit or disrupt network use or attempting to alter School system settings or data.

11. Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.

12. Assisting others in violating any of these policies.

13. Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned.
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Prohibited unless authorized by the Administration:

Access to personal email, chatting, instant messaging, or discussion boards.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet

USER (Must be signed by faculty, staff and students)

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

User's Full Name: _____

User's Signature: _____

Date: _____

PARENT OR GUARDIAN (Must be signed if the user is a student under 18)

As the parent or guardian of this student, I have read and agree to the **Technology and Internet Acceptable Use Policy**. I understand that this access is designed for educational purposes. The School has taken precautions to eliminate inappropriate material. However, I also recognize it is impossible for the School to restrict access to all inappropriate materials, and I will not hold it responsible for materials acquired on the Internet. 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.

Parent or Guardian's Name: _____
(Please Print)

Parent or Guardian's Signature: _____

MEDIA RELEASE

I hereby give permission to allow publication on the Internet of my child's creative efforts including stories and artwork, use my child's name (but no picture) in School Internet publications, use my child's picture (but no name) in School Internet publications, or use my child's picture and name in a newspaper or other external media.

Parent or Guardian's Name: _____
(Please Print)

Parent or Guardian's Signature: _____

The School and the Diocese of Richmond make no warranties of any kind, whether expressed or implied, for Internet service. They will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The School and Diocese specifically deny any responsibilities for the accuracy or quality of information obtained through its provision of Internet service.