

**Diocese of Youngstown
Office of Catholic Schools
Our Lady of Peace
Revised 2005**

**Student use of the INTERNET
Educational Acceptable Use
Policy and Agreement**

Student use of the Internet on school computer hardware, on school premises, or through school obtained accounts, both on-site and through remote connections, is governed in accordance with Diocesan Policy, the policies of the Administrators' Handbook and the Student/ Family Handbook.

*The **MISSION** of OLOP school Technology Committee, working in partnership with faculty, students and administrators, is to research and deploy common everyday technology into the infrastructure in such a way as to benefit the students and staff not by teaching technology, but teaching how to utilize existing technologies to gain a richer learning experience and understanding of how to most effectively utilize the technology that is now so common place in our everyday lives.*

Please read the following carefully before signing the attached agreement.

INTRODUCTION: The Our Lady Of Peace School (OLOP) offers world wide web Internet access to your child at his/her school. OLOP provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only, offering vast, diverse, and unique resources to promote educational excellence at OLOP School.

The purpose of this document is to inform parents, guardians and students and all users of the availability of the Internet resources, as well as the rules governing its use, and to obtain express parental or guardian permission for an individual student to use technology and the Internet while at school.

The computer system and all computer software and hardware is the property of the school. Therefore, the school retains the right to monitor all access to and use the Internet, e-mail, computers and network. The system may be designed to keep a record of all activity on and off the Internet, and this information, if obtained, is also OLOP property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private.

Because of the complex association between many government agencies and networks, the end user of these networks must adhere to strict guidelines. They are provided here so that staff, community, student users and the parents/guardians of students are aware of their responsibilities.

This is a living document, and subject to revisions. The school may modify these rules and guidelines at any time by publishing modified rules. The signatures on the AUP at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

OLOP is in compliance with the Children's Internet Protection Act and has installed technology protection measures for all computers in the school, including computers in media centers/libraries, that block and/or filter visual depictions that are obscene as defined in section 1460 of Title 18, United States Code, child pornography, as

defined in section 2256 of Title 18, United States Code; are harmful to minors including any pictures, images, graphic image file or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; or depicts, describes, or represents in a patently offensive way, with respect to what is suitable for minors, sexual acts or conduct; or taken as a whole, lacks serious literary, artistic, political or scientific value as to minor. The school will review on an annual basis that computers located within the school, media center, library, and classrooms are in compliance with the Children's Internet Protection Act.

USER ACCOUNT PASSWORDS: All users, staff and students, are given an account for the school year. Any person to whom an account is given is the *only* person to use that account. Each user is responsible for the security of the system. Passwords should not be shared or written down. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable. When creating a password, a user should not choose a breakable code. In other words, a word associated with them, any part of their name, etc. The best choice is a combination of words and numbers.

The INTERNET is an electronic highway, connecting millions of computers all over the world, which can give students and teachers access to a variety of rich, educational resources. The world wide web, a portion of the Internet that your student can use, includes some information specifically designed for children, up-to-the-minute scientific information, Supreme Court documents, and other information that is traditionally difficult to obtain in the school environment. To access the Internet at school, students will be using a web browser (a piece of software) called Internet Explorer. This allows students to navigate through "web" information by pointing and clicking the mouse. Information is presented richly in text, pictures, sound and video.

The educational value of appropriate information on the Internet is substantial and invaluable. The Internet is composed of information provided by institutions and people all over the world however, and hence, also includes material that is not of educational value in the context of the school setting. There is information which may be judged as inaccurate, abusive, profane, sexually oriented or illegal. OLOP does not condone or permit the use of this material. The use of technology within the school setting is a privilege, not a right and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the Internet.

Internet access is available to students only on computers that are in highly traveled areas of the school building such as classrooms, computer laboratories and the media center, and school personnel will, to the extent possible, supervise technology access. However, parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations for their child's Internet use.

E-MAIL: Students will not be assigned or required to have e-mail addresses.

If for a particular curricular purpose e-mail needs to be used, the teacher will notify the Director of Technology or Systems Administrator and the teacher will be assigned an account for any requested class. The teacher will be the sole owner of the password, which will not be shared. This allows for communication as a class or as individuals, with teacher supervision.

E-mail is not to be used by K-8 students on school computers under circumstances other than those described. This includes Instant Messenger and other network/web communication options.

CHAT ROOMS: are not to be used on school machines. If for a curricular purpose a chat room needs to be accessed, the teacher will notify the System Administrator or Technology Coordinator and that can be accommodated for the required period of time.

FILE SHARING PROGRAMS: are not to be used on school machines. At no time shall file sharing software be downloaded or installed on ANY computer within the school nor shall file sharing be allowed within the network/wireless network. This includes the use of non school owned computers utilizing the network operated by OLOP School. File sharing programs include, but are not limited to programs such as:

- | | | |
|---|-----------------------|-------------------------|
| * <u>BearShare!</u> | * <u>FileShare!</u> | * <u>Direct Connect</u> |
| * <u>Azureus</u> | * <u>WinMX!</u> | * <u>Filetopia!</u> |
| * <u>Zultrax</u> | * <u>XoloX</u> | * <u>eDonkey2000!</u> |
| * <u>BitTorrent</u> | * <u>MyNapster!</u> | * <u>Grokster</u> |
| * <u>Shareaza</u> | * <u>KaZaA!</u> | * <u>Gnutella!</u> |
| * <u>BadBlue Easy File Sharing Server</u> | * <u>Morpheus!</u> | * <u>Overnet!</u> |
| * <u>LimeWire!</u> | * <u>Audiogalaxy!</u> | * <u>Napster!</u> |
| * <u>Kazaa Lite</u> | * <u>BearShare!</u> | * <u>FolderShare</u> |
| * <u>eMule</u> | * <u>iMesh!</u> | |

FILTERING TECHNOLOGY: OLOP has installed and engaged Internet filtering software. This software is employed both in compliance with the Federal Children's Internet Protection Act as well as our belief that we must do our best to support our students' learning in a manner that supports the school mission and provides for them a safe learning environment. The filtering criterion employed is based upon the requirements of the *Internet Protection Act* as well as the school mission. Use of filtering software does not guarantee that all inappropriate sites can never be accessed, but, it drastically reduces that opportunity.

PROPER & ACCEPTABLE USE: The use of the Internet must be in support of education and academic research and consistent with the mission of the school in accordance with Diocesan Policy.

PLAGIARISM: "To use another person's ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism then constitutes intellectual theft."

Taken from the *MLA Handbook for Writers of Research Papers* [New York:Modern Language Association, 1999, 30]

USER SAFETY: Users are not to post, publish or send personal information about themselves or others, nor are they to engage in any kind of personal contact with individuals they meet online. Attempts at contact from such individuals shall be reported immediately to the staff person monitoring that student's access to the Internet. Personal contact information includes but is not limited to names, home/school/work addresses, telephone numbers, or personal photographs.

ACTIVITIES THAT ARE PERMITTED AND ENCOURAGED:

- Investigation and research in support of school studies
- Investigation and research of opportunities outside of school related to community service, employment or college information
- Students are expected to show respect and consideration for the needs of other students, being willing to prioritize the urgency of the projects

ACTIVITIES THAT ARE NOT PERMITTED:

- Searching, viewing, sending or retrieving materials that are not related to school work, community service, employment or college information (hence, searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials is not permitted)
- Plagiarism, copying, saving or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted); Source, author, website source and date accessed, etc. must be present on any printed copy or inclusion in any paper, on the same basis as using quotes from a text book or periodical

- Subscription to any services
- Ordering of any goods or services including buying, selling and trading of stocks and bonds.
- Any use of school computers for financial gain
- Sharing of the user's or another's home address, phone number or other personal information
- Playing games or using other interactive sites such as chats, unless specifically assigned by a teacher
- Unauthorized access, including "hacking", and any activity that violates a school rule or a local, state or federal law
- Offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law
- Forging electronic mail messages or using an account owned by others
- Gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user
- Invading the privacy of others
- Posting anonymous messages
- Personal accounts on commercial server or other Internet providers may not be used in school

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material she or he should back out of that information at once. Backing out of a site is a task easily and quickly accomplished, with one click of the mouse.

Technology Rules of Conduct

The rules presented here are not new. They are expressions of generally accepted standards of conduct applied to situations involving technology. Failure to cooperate with agreement regulations, instructions, directions, or computer policies will result in consequence as described in this policy. This policy must be signed each school year.

Hardware, Networks and Servers:

- Never share your password. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable
- Treat all hardware with respect. Use it in a way that will not cause damage
- Do not change settings, configuration, or in any manner make changes to the way a machine runs or is viewed
- Do not attempt to circumvent any management controls
- Unauthorized access including "hacking", and other unlawful activities will be prosecuted
- Hubs, routers, servers, or connectors are off-limits to all but Technology coordinator
- Students may not create servers. Faculty and staff may do so in cooperation with the coordinator
- Do not adjust, connect, or disconnect components unless under the direct supervision of a staff member, or unless such action is required by an ISP
- Do not open school hardware
- No food or drink near computer stations

Software:

- Always honor copyright laws and licenses
- Students: do not install software
- Staff may install software in cooperation with the IT coordinator

- Do not change, copy, or delete software
- Virus protection is provided through the network, however caution should be used. No viruses may be knowingly introduced
- Do not attempt to circumvent any software controls

Intellectual Property:

- Obey all copyrights. Assume all material is copyrighted unless explicitly noted
- Follow MLA Citation guidelines to avoid plagiarism
- Always use proper attribution. Give credit where credit is due. Be ethical. Be legal

Rules for chat rooms

- Students may not enter chat rooms or talk sessions unless set-up and access is accomplished and supervised by a staff member.
- Use proper and appropriate language, grammar, and spelling
- *Never* give out personal information (Name, address, age, etc.) about yourself or others

Rules for communicating with others via e-mail

- Students may use e-mail only if access is obtained via a teacher-obtained class account
- Do not send or display offensive messages or pictures
- Do not send email that harasses, insults or attacks others
- Do not forge a message or use another's account
- Use proper and appropriate language, grammar, and spelling
- *Never* give out personal information (Name, address, age, etc.) about yourself or others
- If you receive inappropriate e-mail through a teacher obtained and supervised account, immediately notify teacher or other school authorities.

Rules for the World-wide Web

- Sites and materials accessed must be for educational purposes, supporting curriculum studies and the school mission.
- Do not download any files from the Internet on school equipment.
- Only files accessed for educational purposes, supporting the school mission, may be downloaded.
- If you accidentally browse to a web page that is inappropriate:
 - Back out immediately and notify a teacher.
 - Do not call others over to see a web page that is inappropriate, just back out.
 - If you cannot back out, as is sometimes the case, exit the Internet.
- Do not bookmark or share the addresses of pages that are inappropriate
- Never fill out on-line forms or give personal information about yourself or others. Be safe!
- Do not attempt to circumvent any management controls.

The computer systems which include Hardware, software, internet connection and wired and or wireless networks are the property of the school, and all computer systems belong to it. Therefore, the school retains the right to monitor all access to and use the Internet, e-mail, computers and network. The system may be designed to keep a record of all activity on and off the Internet, and this information is also OLOP property. It is important for all users to understand that no use of the Internet or e-mail can ever be guaranteed private.

ACCEPTABLE USE POLICY
For School Technology
Penalties for Student Misuse of Technology

Technology and Internet use is a privilege extended by the school, and not a right. Breaking any of the rules is therefore a violation of that privilege and will have consequences which will be enforced by each building principal. Inappropriate computer use by students may be reported to other parent/guardian at any time.

Those disciplinary actions may include, but are not limited to:

Use of networks/computers only under direct supervision

Suspension of network privileges

Revocation of network privileges

Suspension of computer privileges

Revocation of computer privileges

Suspension from school

Legal action and prosecution by the authorities

The severity and/or frequency of the offense will determine the consequence, from an unspecified length of time to permanent exclusion from technology use. Offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law.

RELIABILITY: OLOP School makes no warranties of any kind, whether expressed or implied, for the service it is providing. OLOP will not be responsible for any damages you suffer. (While we continue to work to prevent the presence of viruses, you are reminded to scan disks before they are used in your home computer.) This includes non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the user's own risk. OLOP specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. OLOP will not be held responsible for the loss of information due to network or equipment errors.

This is a living document, and subject to revisions. The school may modify these rules and guidelines at any time and will publish the current AUP documents or modifications

Any Questions or concerns please contact:

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**OUR LADY OF PEACE SCHOOL
AUP STUDENT/PARENT CONTRACT FOR
2012-2013**

This is a review of the AUP document written especially for elementary school students. Please read pages 41-46 in the student handbook for further explanation.

I will never share my password – even with my best friend!

Traveling on the Internet is a lot like going to a big city:

- There are many wonderful and exciting places that I can visit, like museums, art galleries, zoos, and hospitals, but there are also many places that I should not visit
- **I will never give my name, address or telephone number**, because the people on the Internet are strangers to me
- I will not go into any parts of the Internet that are not appropriate for my learning at school
- I will back out, and tell my teacher right away if I come across anything that is not appropriate. I should not invite other students to come to see it, but back out and tell a teacher

The computers, iPads, and the Internet are there to help me with my learning, just like the books, assemblies and videos that the teachers share with me at school.

- I will not copy things to include in my papers unless I give credit to the author and/or site
- I will share the computers and iPads with others and be willing to give up my seat if someone else needs a turn
- I will treat the computers and iPads with respect, and not cause damage to them

It is up to the school to decide how the computer is set up and what software programs should be used to help me learn.

- I will not install software that I bring in from home because this could break the law
- I will not change the way the computer or iPad is set up to run
- I will not download unapproved apps on the iPads without permission

E-mail gives me a chance to communicate with many people, but there are rules I must follow:

- *The only times I can use e-mail are when a teacher sets it up for me*
- I will always use proper and appropriate language and my best writing skills
- I will not give out any personal information that tells who I am or where I live
- I will *never* use a chat room or talk session unless an adult is with me

PENALTY for MISUSE: I understand that if I break any of these rules, I may lose the privilege of using the computers, iPads, and/or the Internet and that it can include anything from removal of computer/iPad privileges for a short time to not ever being able to use the computers/iPads in school again. Penalties may also include suspension from school, expulsion from school and/or prosecution to the fullest extent of the law.

I have talked about these rules with my parents and by signing this contract I agree to follow them.

Student's Name: _____ Student's Signature: _____

Parent/Guardian Signature: _____ Date: ____/____/____

Student's Present Grade: _____ Present Teacher: _____

I have discussed the Acceptable Use Policy in the school handbook (in the assignment book and online) with my child. My signature as parent/guardian indicates that I understand my responsibilities.

