ACCEPTABLE USE POLICY
K-8 Diocesan Catholic Schools

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.

The Diocese of Arlington and Saint Timothy Catholic School administrators, faculty and staff have the right to restrict student computer activities at any time if, in their judgment, a student is not following the spirit of the Diocese of Arlington and/or Saint Timothy Catholic School's Acceptable Use Policy. Students attending Diocesan schools are prohibited from using school or personal computers or electronic devices for any of the following activities: (This list is not meant to be all inclusive.)

General Policies

1. I will not intentionally damage the computer/laptop/iPad/other device or network in any way. I understand that cosmetic damage to school devices will result in a personal charge to my family FACTS account.
2. I will not use a computer or handheld device to harm other people or their work.
3. I will not view or use other people's folders, files, passwords or work.
4. I will not view, send or display offensive messages or pictures, or harass others in any way.
5. I will not use school equipment to duplicate (or burn) any software or media files.
6. I will not use and or share another individual's password.
7. I will not photograph and/or use audio/video recording capabilities with any electronic device for personal use, with or without the knowledge and consent of an individual,
8. All audio and video recordings created in the school environment are for instructional and educational purposes only.
9. I will not misrepresent myself or use the image or likeness of another person.

Internet Policies

1. I will not access my personal email account or any free email services.
2. I will not record any personal information, such as name, address, etc., about myself for anyone else on an Internet site.
3. I will not view Internet sites that my school or teacher does not allow or thinks are inappropriate.
4. I will not access the internet for private or commercial business.
5. I will not access, produce, transmit and/or retransmit material especially that which advocates or promotes violence or hatred against individuals or groups, promotes destruction of property or contains inappropriate materials.
6. I will not hack or infiltrate the school or outside computer accounts, or networks, or attempt to establish contact into school restricted computer nets or any other unauthorized databases. Users will not access, transmit, and/or retransmit material requiring a password or security authorization without legally possessing such password or authorization.
7. I will not commit or attempt to commit any willful act which disrupts the operation of any school, outside computer or network for example, users will not release viruses, worms, spam, email bombs, or other files that cause a disk to fill up, a network to bog down, or a software
application to crash.
8. I will not play games, gamble, surf, chat, stream video or music, or participate in similar nonacademic use.
9. I will not send, store or intentionally receive email or text messages of any kind nor will I use or include the school's email address in non-school webpages.
10. I will be polite, respectful, and all email communications will not contain obscene, vulgar, degrading or defamatory language.
11. I will not use encryption software from any access point within the Diocese of Arlington.
12. I will not bring any electronic device from home into school for use without prior approval from the school's administration.
13. All computer/network/Internet access will be restricted to school owned equipment unless specified in a student's current SAP.
14. I will not enter chat rooms or other social media sites
15. I will not modify the school computers by downloading and/or installing software, that will add/delete and/or change the software, setting preferences, properties, or account customization (Including copyrighted software, shareware and freeware).

Copyright Policies

1. I will not violate any local, state, federal or international laws that apply to copyright infringement, computer or Internet use, including but not limited to software licensing, harassment, slander and obscenity.
2. I will not represent other people's work as my own (plagiarism).
3. I will tell any adult immediately if I see materials that violate these rules.
4. I understand that all electronic files are subject to review by the administration.

Student:

I understand any violation of the above provisions will result in the loss of my user account and may result in further disciplinary and/or legal action, including but not limited to suspension or expulsion, or referral to legal authorities. I therefore agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator.

Misuse or violation of this agreement comes in many forms, but can be viewed as any messages, information or graphics sent or received that include/suggest inappropriate images, unethical or illegal solicitation, racism, sexism, inappropriate language and/or other listings previously described in this user agreement. I agree to report any misuse of the electronic information resources to the appropriate
teacher or administrator.

I have read this Acceptable Use Policy and understand that Internet sites are filtered and that Internet use on my school computer may be monitored. I understand that all electronic files are subject to review by the administration.

I understand and hereby agree to comply with the above described conditions of acceptable use.

Student Name (please print) _____ Grade:_____

Student Signature _____

Date: _____

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Parent or Guardian:

As the parent or guardian of the above-named student, I have read this Acceptable Use
Policy and understand that Internet sites are filtered and that electronic information resources accounts may be monitored. I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes.

I acknowledge and hereby give my permission.

Parent or Guardian Name (please print)_____

Parent Signature _____

Date:_____