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.
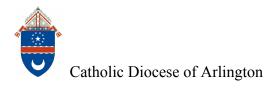
<u>Acceptable Use Policy- Elementary Schools, Grades K-5</u>

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.

<u>Acceptable Use Policy – Middle and Secondary Schools, Grades 6-12</u>

The Diocese of Arlington 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 Acceptable Use Policy. Students at Diocesan schools are prohibited from using school computers for any of the following activities: (This list is not meant to be all-inclusive)

1. Internet access for private or commercial business.
2. Violate any local, state, federal or international laws that apply to computer or Internet use, including but not limited to copyright infringement, plagiarism, software licensing, harassment, slander and obscenity.
3. Access, produce, transmit and/or retransmit material advocating or promoting violence or hatred against individuals or groups, promoting destruction of property or containing sexually oriented material.
4. Hack, infiltrate or "sniff" school or outside computers' accounts, or networks, or attempt to establish or 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.
5. 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, e-mail bombs, or other files that cause a disk to fill up, a network to bog down, or a software application to crash.
6. For games, non-academic surfing and chatting, gambling, non-academic multimedia listening or viewing.
7. Send, store or intentionally receive inappropriate or frivolous e-mail. All electronic communication must be polite, respectful, and contain no obscene, vulgar, degrading or defamatory language.
8. Use or include the school's e-mail address in non-school web pages.
9. Use encryption software from any access point within the Diocese of Arlington.
10. Bring computers from home into school. Computer/network/Internet access during school hours will be restricted to school owned equipment only.
11. Use school computers to enter chat rooms or for online messaging.
12. Downloading and/or installing software is prohibited. This includes copyrighted software, shareware and freeware.
13. Use of any school equipment to duplicate any bootleg software is strictly prohibited.
14. Modifying school computers, including additions, deletions and changes of software, settings preference, properties, or account customization is strictly prohibited.

Student Signature:

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 pornography, 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 hereby agree to comply with the above described conditions of acceptable use.

Student Name (please print): _____ Grade:_____

Student Signature _____ Date: _____

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 hereby give my permission.

Parent or Guardian Name (please print):_____

Signature: _____ Date:_____

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