SAINT LEO THE GREAT CATHOLIC SCHOOL
TECHNOLOGY ACCEPTABLE USE POLICY

Purpose:
Computers are a valuable tool for education at Saint Leo the Great Elementary School; the faculty/staff encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. No student will be able to use the Internet without this agreement signed and on file with the school office.

Goals:
- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources
- To enable students to work effectively with various computer/communication technology.
- To encourage critical thinking and problem-solving skills which will be needed in our electronic and global society.

Responsibilities of User:
Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Saint Leo the Great School students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Saint Leo the Great School has implemented web filter(s) to monitor and filter inappropriate Internet sites. In addition, staff will assist in monitoring Internet sites used but ultimately, it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

General Guidelines for use of the Internet:

- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge or principal will deem what is appropriate use and his or her decision is final.
- Computers are to be used only for the purpose of academic or other authorized activities.
- All users are required to take simple Internet training (how to sign on, log off, etc.) from a teacher.
- Teachers will instruct students in proper online behavior as appropriate. Including but not limited to, interaction with other individuals in social networking websites, chats, and cyberbullying awareness and appropriate response.

- The principal, faculty, and information technology director have the right to monitor and to judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.
- Any attempt to go around system security, (Hacking or any unauthorized activity) guessing passwords or in any way gain access to secured resources is forbidden and may result in the loss of Internet privileges.
- Uses of proxy sites or another other means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to the systems with the exception of mouse and monitor to their school issued device.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Student school email may be used in correspondence with those outside the Saint Leo the Great domain when required by teacher or administrator. Personal use of school email for any reason to any person is prohibited.
- No student is allowed to participate in chats or comment on a post unless directed to do so by teacher or administrator. Staff and other adult users are likewise asked to avoid chats and posts when using the school's computer or employment issued services.
- Use of email or Internet sites to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to or from Saint Leo the Great School without express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Additional rules and restrictions may be added at any time.
- Deliberate spreading of a virus through the use of the Internet, disk, or USB device is strictly forbidden.

Internet:
Saint Leo the Great School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

"The Internet is a public forum with unrestricted access. For this reason, the schools in the Diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting

of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school, or by the Diocese."

Computer Use Rules:
1. **Protect privacy**. For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. **Research honestly**. Consider that all work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited. All sources for research taken from the internet for projects must be documented correctly.
3. **Respect life**. Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. **Respect property**. Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal as well as immoral.

Sanctions:
1. Students who do not use Internet and other computer resources in an ethical manner will lose computer use privileges at the school. Further disciplinary action will be determined by the principal.
2. Disciplinary or legal action may be taken by the school or other interested parties.

Legal issues:
Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law:

". . . it is a felony punishable by fine up to $15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) . . ."
" . . . Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to $10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)(a)(2) and (3) . . ."

Internet Safety Rules for Minors

- Don't give out information about yourself like your last name, phone number, address or school — without asking your parents first.
- Never e-mail a picture of yourself to strangers.
- Be suspicious of those who want to know too much. There's no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
- Avoid chats, postings, or discussion areas that look sketchy or provocative, and don't let people online trick you into thinking of them as real-life friends if you've never met them in person. If somebody says something to you that makes you uncomfortable or if somebody sends you something or you see something that makes you uncomfortable, don't look around or explore: Get your parents instead — they know what to do.
- Making plans to meet your Internet buddies in real life is usually a bad idea. If you decide to do it anyway, have your parents help make the plans and go with you.
- Don't open up e-mails, files or Web pages that you get from people you don't know or trust. The same goes for links or URLs that look suspicious — don't click on them.
- Don't give out your password, except to responsible adults in your family.
- Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
- Talk with your parents about alternative sites that may be appropriate for you

STUDENT AGREEMENT

This section is to be read by students and discussed with their parents or guardian. Both parent and students must sign this document at the bottom. Please return this document to school.

Classroom Use: Classroom use is defined as student use of the Internet under the direction and supervision of a teacher or system administrator, whether in the classroom or the computer lab.

The consequences of unacceptable use are:
1. Suspension and/or termination of Internet service.
2. Additional disciplinary action as determined by the principal in line with existing practice regarding unacceptable language and/or behavior.
3. Financial responsibility for damage caused by unauthorized software or data files.
4. Referral to law enforcement authorities for criminal or civil prosecution when deemed appropriate.

I understand and will abide by the procedures and Acceptable Use Policy for the electronic resources of Saint Leo the Great School. I further understand that any violation of the regulations above is unethical and should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

In consideration for the privilege of using the electronic resources of Saint Leo the Great School, and in consideration for having access to the information contained on it, I hereby release and agree to indemnify and hold harmless Saint Leo the Great School from any and all claims or damages of any nature arising from my access, use, or inability to access or use the Internet or computer network system.

Student Name: (please print) _____

Student Signature: _____ Date: _____

PARENT OR GUARDIAN CONSENT

As the parent of guardian of a Saint Leo the Great student, I have read the established Saint Leo the Great School Acceptable Use of the Internet Policy that is posted on the school website on the technology link. I grant permission for my son/daughter to access the Internet. I understand and agree that individuals and families may be held liable for violations. I understand that some materials on the computers or Internet may be objectionable, but I accept responsibility for guidance of computer or Internet use – setting and conveying standards for my son/daughter to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Name: (please print) _____

Parent/Guardian Signature: _____ Date: _____