



St. Vincent-St. Mary High School  
15 N. Maple St.  
Akron, OH 44303

February, 2012

Dear Parents and Students,

Attached are copies of the *Saint Vincent-Saint Mary Computer and Internet Acceptable Use Policy and E-mail Access and Usage Policy*. Our computer network is configured to provide every student with his/her own user ID, password, e-mail, and personal file storage.

It is more important than ever that you read carefully the attached sheets which explain the policies, rules, and consequences regarding computer, Internet, and e-mail use. **The law requires that a parent permission form be completed each year for students to use the Internet.**

In order for students to have access to the computers at the beginning of the school year, the following procedures have been established:

1. Read carefully the *Computer and Internet Acceptable Use Policy*.
2. Sign the User Agreement and Parent Permission Form.
3. **Return the Permission Form with your Registration packet.**
4. **Students not returning the form at this time will be charged a \$5.00 fee to activate their user account.**

Students will be receiving an orientation regarding computer use procedures and their new e-mail accounts during the first 3 weeks of the school year. New students will receive their own user ID and log on information. This information will be used the first time a computer is accessed at school. The student will then be asked to change his/her password to a new password. ***Students cannot share their passwords, as the students are responsible for any activity done under their account.*** It will be the student's responsibility to remember his/her password.

If you have any questions, please contact the Technology Department. We can be reached via e-mail at [helpdesk@stvm.com](mailto:helpdesk@stvm.com) or via telephone at 330-253-9113 ext. 140.

Sincerely,

Patti Valle, Technology Coordinator

# Student Acceptable Use Policy for Technology

2012-13 School Year

St. Vincent – St. Mary High School

In this the 21<sup>st</sup> century, we are in a time of new and ever changing technologies. We at St. Vincent-St. Mary High School believe using new technologies, electronic resources, and Internet access enhance student learning and provide a quality educational experience for all students. It is our privilege to be able to offer use of such technological resources to enhance the educational experience. However, despite these benefits, the Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. The purpose of this policy is to ensure the proper use of the technologies while enrolled at St. Vincent – St. Mary High School.

All users are expected to use the technology available at St. Vincent – St. Mary High School in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes, but is not limited to, cellular telephones, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers, other hardware, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use technology to which they have accessed appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after school hours or off school property (i.e., home, business, private property, etc.).

## Students must\*:

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging hardware, software, data, networks, or other resources that do not belong to them .
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Abstain from overriding the Internet content filtering system.
  - f. Refrain from downloading games or other software that may compromise the network security.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (no making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomfoting materials to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages or pictures that are pornographic,

- threatening, rude, discriminatory, or meant to harass; or inappropriate websites that escape filtering).
- d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works, music, games, etc).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending homework answers or test answers via email or phones. (See STVM Honor Code)
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.
  - h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

**\* Numbers one through four are not an all-inclusive list of inappropriate uses and activities.**

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

**Supervision and Monitoring:** School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

**Agreement form:** In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at St. Vincent – St. Mary High School before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above.

The school reserves the right to seek financial restitution for any damage caused by a student.

## Student Acceptable Use Policy for Technology

2012-13 School Year  
St. Vincent – St. Mary High School

### USER AGREEMENT / PARENT PERMISSION FORM Both Signatures Required

#### Student Signature Section:

- I have read the terms and conditions of the **Student Acceptable Use Policy**.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Student Acceptable Use Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

User Name (print)

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade in 2012-13-Circle one:    Freshman        Sophomore        Junior        Senior

#### Parent/Guardian Signature Section:

As the parent or legal guardian of the student signing above, I have read this **Student Acceptable Use Policy** and grant permission for my child to access the **St. Vincent-St. Mary** school's information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that **St. Vincent-St. Mary** school's information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold **St. Vincent-St. Mary** responsible for materials acquired on the network.

Parent/Guardian Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_