

# *St. Vincent - St. Mary High School*

## Computer and Internet Acceptable Use Policy

In compliance with federal law, the *Children's Internet Protection Act*, St. Vincent-St. Mary has adopted an acceptable use policy for Internet and computer use by students. The policy was developed by the Office of Catholic Education for the Diocese of Cleveland and modified to reflect school circumstances and concerns.

We believe that technology is a vital means to assist those who carry out the educational ministry of St. Vincent-St. Mary High School. We are pleased to offer students of STVM access to our computer network, including access to the Internet. **To gain access to the Internet, a student must obtain parental permission and must sign and return a permission form.** Access to the Internet will enable students to explore thousands of libraries, databases, and websites. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, some students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, STVM supports and respects each family's right to decide whether or not to permit access.

### **Internet and Computer Use**

Students are responsible for good behavior on the school computer network just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students will have internal e-mail access for curriculum-related activities and communications. The network is provided for students to conduct research, to prepare and to display work, and to perform other tasks of an academic nature. Access to network services is given to students who agree to act in a considerate and responsible manner. **Parent permission for Internet access is required.** Access is a privilege—not a right. Access entails responsibility. Individual users of the school's computer network are responsible for their actions. It is presumed that users will comply with the school's standards and will honor the agreement they have signed.

Network storage areas (files) may be treated like school lockers. Network Administrators may review files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on any server or computer will be private. Users have no privacy right to any data received or disseminated on the network, and by utilizing the STVM system they consent to STVM's right to audit all communications, files, and documents. If a user acts inappropriately through the communication system, STVM reserves the right to report such actions to any outside authorities and/or to take appropriate internal disciplinary action.

During class, teachers will guide students toward appropriate materials and computer use. When a student is working independently during study hall or other times during the day, he/she will be expected to follow the standards set forth in this policy. Outside of school, families bear the same responsibility for guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

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## Computer Use Rules In All Areas of the Building

- Check in with study hall supervisor or teacher first, and then with the lab/LRC personnel for permission to use a computer.
- Only use a **flash drive** purchased from our bookstore to save documents, files, etc. (This flash drive is compatible with our network.)
- No food or drink is permitted in any computer area.
- Use computers responsibly (see list of “unacceptable use” below); if you need help, ask lab/LRC personnel.
- The limit per print job is 5 pages. If a document is longer than 5 pages, you must print using a page selection.
- When finished, **YOU MUST LOG OFF.**
- Leave the desktop displayed; push in chair; throw away trash; leave the work-station neat and clean.

## Unacceptable Use and Activity:

- **Sharing your user ID and password with other students; *you are responsible for any activity under your user ID and password***
- **Using another person’s password to gain computer access.**
- **Accessing inappropriate web sites that have escaped Internet filtering; attempting to or overriding Internet filtering system**
- **Downloading or installing any programs, information, or files not relevant to curriculum-related activities *unless specific authorization is obtained from the Technology Supervisor (for example, music and game sites, file sharing sites, etc.)***
- **Playing non-educational games**
- **Accessing personal e-mail accounts other than your STVM e-mail account**
- **Sending or displaying offensive messages or pictures; using violent, aggressive, or obscene language; harassing, insulting, or attacking others**
- **Changing hardware or any computer settings including the appearance of the desktop (*screen savers, fonts, wallpaper, text, moving icons, mouse cursor etc.*)**
- **Theft of computer equipment, damaging computers, computer systems or the computer network**
- **Hacking or other unlawful activities**
- **Violating copyright laws**
- **Plagiarism---*copying Internet material and presenting it as your own original material without proper documentation (See STVM Honor Code.)***
- **Violating privacy issues by 1) posting personal contact information about you or other people  
3) trespassing in or damaging another’s folders, work or files**
- **Intentionally wasting limited resources (*excessive printing*)**
- **Employing the network for commercial or personal purposes**

*\*The preceding is not an all-inclusive list of inappropriate uses and activities.*

## Consequences:

*Violations WILL result in a loss of access as well as other applicable disciplinary or legal actions as well as any cost and/or labor charges for repair or replacement of equipment. Unauthorized use of schools computers or violation of computer use policy will result in demerits to permanent dismissal from school depending on the circumstances. (See Student-Parent Handbook p. 24.)*

## **St. Vincent - St. Mary High School E-mail Access and Usage Policy**

## Student E-mail Use

We are providing students an e-mail account on the STVM network. The account will only be used to send and receive e-mail within the STVM network. Internet e-mail will not be available. This means the student will only be able to send or receive an e-mail to a “@stvm.com” account. As with their personal file space, e-mail may be treated like school lockers. Network Administrators may review e-mail and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that e-mail stored on any server or computer will be private. Users have no privacy right to any data received or disseminated on the network, and by utilizing the STVM system, they consent to STVM’s right to audit all communications, files, and documents. If a user acts inappropriately through the communication system, STVM reserves the right to report such actions to any outside authorities and/or to take appropriate internal disciplinary action.

There are many advantages to student e-mail. Some of them are as follows:

1. Students can access their STVM e-mail from home (provided an internet connection is available at home), via <http://owa.stvm.com>
2. Students can e-mail their work to themselves to access at home without having to worry about the loss of a disk or corruption of data.
3. Students will not have to worry about printer problems at home. They can e-mail their work to themselves and print it at STVM.
4. Students can access e-mail from faculty members, club advisors, coaches, counselors, and other staff members.

## Unacceptable Use and Activity

- **Accessing another e-mail account other than your own.**
- **Passing homework or test answers via e-mail** (See STVM Honor Code.)
- **Intentionally sending a virus or e-mail bomb** (*a reoccurring e-mail with the intention of causing damage or harm to any e-mail system*)
- **Sending MP3s or music in any other format, programs, inappropriate pictures, games, or anything unacceptable under the rules and guidelines of the Computer and Internet Acceptable Use Policy**
- **Sending violent, aggressive, or obscene language; harassing, insulting, or attacking others**
- **Anything unacceptable under the rules and guidelines of the Computer and Internet Acceptable Use Policy**

*\*The preceding is not an all-inclusive list of inappropriate uses and activities.*

## Consequences:

*Violations WILL result in a loss of access as well as other applicable disciplinary or legal actions as well as any cost and/or labor charges for repair or replacement of equipment. Unauthorized use of schools computers or violation of computer use policy will result in demerits to permanent dismissal from school depending on the circumstances. (See Student-Parent Handbook p. 24.)*

## *St. Vincent - St. Mary High School*

### *User Agreement and Parent Permission Form*

**ACCESS TO THE STVM COMPUTERS WILL BE GRANTED ONLY AFTER THE FORM BELOW HAS BEEN SIGNED BY BOTH STUDENT AND PARENT.**

*As a user of the St. Vincent-St. Mary computer network, I hereby agree to comply with the stated rules, communicating over the network in an acceptable fashion while honoring all relevant laws and restrictions.*

**Print student name:** \_\_\_\_\_  
\_\_\_\_\_

**Grade (2009-2010)**

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*As the parent or legal guardian of the student signing above, I grant permission for my son or daughter to access networked computer services such as the Internet and e-mail. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet and e-mail may be objectionable, but I accept responsibility to guide my child in Internet and e-mail use.*

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_ **(Due at Registration)**

Do not write below this line. For office use only.

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**Payment received by** \_\_\_\_\_ **Date** \_\_\_\_\_

*Reason for payment:* **Late Fee**  **(if form is submitted after Registration)**