

## ACCEPTABLE USE POLICY

**Holy Family School** is pleased to offer students access to a computer for electrical mail and use of the Internet. This access will enable students to explore thousands of libraries, databases, museums and other repositories of information, and to exchange communication with other Internet users around the world. Families should be aware that some materials accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals under close supervision, students may find ways to access unacceptable material. We believe that the benefits to students in the form of information resources and opportunities for collaboration outweigh the disadvantages. Parents and guardians of minors, as well as the school, are responsible for setting and conveying the standards their children should follow when using the media. We support and respect each family's right to decide whether or not to apply for access.

To gain this access, all students must obtain parental permission as verified by the signatures on the attached form. Should a parent prefer a student not have e-mail and Internet access, use of the computers is still possible for other purposes such as word processing.

Students are responsible for good behavior on school computers just as they are in a classroom or a school hallway. As communications on the Internet are often public in nature, general school rules for behavior and communications apply. Access to the Internet is given to students to conduct research and communicate with others. It is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. It may be revoked if abused. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

### **RULES**

Privacy - - Network and computer storage areas may be treated like school lockers. Teachers may review communications to maintain system integrity and to ensure that students are using the system responsibly. Students are not to trespass in another's folder, work or files.

Storage Capacity — Users are expected to delete e-mail that takes up excessive space.

Illegal Copying — Violating copyright law is not permitted.

Inappropriate Materials or Language - - No profane, abusive or impolite language or pictures should be used to communicate. Offensive material should not be accessed. Should a student encounter such material by accident, he/she should report it to the teacher immediately

Safety— Users should not reveal personal information, such as full name, address, or telephone number, about themselves or others.

Good Advice: To avoid the loss of computer privileges at **Holy Family** School:

1. Do not use a computer to harm other people or their work.
  2. Do not damage the computer or network in any way. Any attempt to alter software configurations or computer settings is prohibited. This includes, but is not limited to adding or deleting favorites, adding or deleting icons, and changing the appearance of the desktop, wallpaper, or screen-saver.
  3. Do not waste limited resources such as disk space or printing capacity.
  4. Do not use another's password.
  5. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Acceptable Use Policy is violated.
-

## ACCEPTABLE USE POLICY PARENT PERMISSION FORM AND USER AGREEMENT — 20\_\_

As a parent or guardian of a student at **Holy Family School**, I have read the above information about the acceptable use of computers at the school and I understand this agreement will be kept on file at **Holy Family School**. I understand that computer access is designed for educational purposes. However, I also recognize that it is impossible for **Holy Family School** to guarantee the restriction of access to all controversial materials. I will not hold the school responsible for materials acquired on the Internet. I understand that I will be notified if my child has violated acceptable use. (Questions should be directed to the principal for clarification.)

\_\_\_ My child may use e-mail and the Internet while at school according to the above rules.

\_\_\_ I would prefer that my child not use e-mail and the Internet while at school.

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ DATE \_\_\_\_\_

I understand that from time to time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible web page. Photos with six or more children will be exempt from withholding permission. If students are identified, this will be by first names only.

\_\_\_ My child's work can be published on the Internet, and photographs of my child can be published.

\_\_\_ I would prefer that my child's work and picture not be published on the Internet

Parent Name (print) \_\_\_\_\_

Parent Signature \_\_\_\_\_ DATE \_\_\_\_\_

### Internet and Electronic Mail User Agreement and Parent Permission Form

As a user of **Holy Family School's** computer network, I hereby agree to comply with the above stated rules -- communicating over the network in a reliable fashion while honoring relevant laws and restrictions.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter, to access networked computer services such as electronic mail and the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept the responsibility for guidance of Internet use — setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media. I also understand that I will be notified if my child has violated acceptable use.

Internet may be objectionable, but I accept the responsibility for guidance of Internet use — setting and conveying standards for my son or daughter to follow when selecting, sharing, or exploring information and media. I also understand that I will be notified if my child has violated acceptable use.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_