

**Diocese of Oakland
Department of Catholic Schools**

**STATEMENT ON THE RESPONSIBLE USE OF
TECHNOLOGY**

The Diocese of Oakland recognizes the various ways, both positive and negative, that students can use technology both in school and at home. Students in our schools should always strive to use technology in a responsible and ethical way as they work toward becoming responsible citizens of our global community.

As a community of faith that embraces technology, we recognize the following:

- words transmitted using the Internet and related technologies are published materials, available for worldwide access, and are public documents
- the values of dignity and respect for every person apply to all of our interactions with each other, be they in person or by virtual means
- using technology to publish opinions which are obscene, work against the values of dignity and respect of each person, or bring harm to the individual as well as to our school community are contrary to the mission of each of the schools

The Diocese of Oakland discourages students from using technology in irresponsible ways both at school and at home and will hold students responsible for their published words. Students who use technology in ways that are contrary to our mission will face disciplinary action, up to and including expulsion.

**STUDENT INTERNET/COMPUTER ACCEPTABLE USE POLICY
2008-2009 SCHOOL YEAR**

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All Saints Catholic School
2008-2009 School Year**

We would like all parents to read Section A of this document carefully. In addition, for parents with children in **grades one (1) through eight (8)**, please read and discuss Section B thoroughly with your child. Both you and your child should sign Section B in the appropriate places. No student at All Saints Catholic School will be allowed Internet privileges until

- his/her parents have signed the Student Internet/Computer Use Policy Signature Page ,
- s/he has signed the Student Internet/Computer Use Policy Signature Page, and
- the Student Internet/Computer Use Policy Signature Page is returned to the school office.

All Saints School is pleased to offer its students Internet access since the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- electronic mail communications with people all over the world;
- information and news from research institutions all over the world;
- public domain software and shareware of all types;
- discussion groups on thousands of diverse topics;
- many University library catalogs;
- the Library of Congress;
- government documents; and
- thousands of databases

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The faculty at All Saints Catholic School has taken precautions to control access to controversial materials by being present at all times when students are on the Internet/computer and by instructing students in the proper use of the Internet and electronic mail. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The administration and faculty of All Saints Catholic School firmly believe, however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

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Availability of the Internet/computer to students at All Saints Catholic School rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that parents are aware of the responsibilities their children are about to acquire. If a student violates any of these provisions, future access to the Internet/computer at All Saints School may be denied to that student. The signatures on this document indicate that both parent and student have read the document, discussed it, and clearly understand the terms and conditions contained therein.

SECTION A - GENERAL TERMS AND CONDITIONS

- 1. Acceptable Use** - The purpose of using the Internet/computer at All Saints Catholic School is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of All Saints Catholic School. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
- 2. Privileges** - The use of the Internet/computer is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in-charge and the principal will deem what is inappropriate use and their decision is final.
- 3. Network Etiquette** - Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.
- 4. Copyright** - Students are expected to abide by copyright laws at all times.
- 5. Security** - If a child identifies a security problem on the Internet/computer, he or she should notify a teacher immediately. S/he should not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log on to the Internet/computer as anyone other than him or herself will result in cancellation of his/her Internet/computer privileges. Any student identified as a security risk will be denied access to the Internet/computer.
- 6. Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet/computer. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission.

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SECTION B - STUDENT AGREEMENT

This section is to be read by students in grades 1 through 8 and discussed with their parent or guardian. Both parents and students must sign this form and return it to the school office.

1. Personal Responsibility

As a student at All Saints Catholic School, I will accept personal responsibility for reporting any misuse of the network to the teacher in-charge. Misuse is considered any message(s) sent or received that indicates or suggests racism, sexism, inappropriate language, etc. Misuse includes intentionally accessing any Internet/computer site deemed inappropriate by the faculty at All Saints Catholic School. If I access an inappropriate site accidentally, I will immediately put my computer to sleep and notify the supervising teacher. If I notice that anyone else has accessed an inappropriate site—accidentally or on-purpose—I will also immediately notify the supervising teacher.

2. Acceptable Use

My use of the Internet/computer and electronic mail will be in support of educational research and/or knowledge as defined by the teacher-in-charge. I understand that "surfing" the Internet results in congestion on our school network which slows it down for others.

3. Network Etiquette

I will abide by the following rules of network etiquette at all times:

- I will be polite and I will never send or encourage others to send abusive messages.
- I will use appropriate language. I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any other inappropriate language.

4. Privacy

I will not reveal my home address or personal phone number or that of any member of our school to anyone on the Internet at any time.

5. Electronic Mail

I will not set up any personal email accounts at school or access any of my personal email accounts at school. I will only email a file to my home email if a teacher gives me permission to do so. Further, I understand that electronic mail is not guaranteed to be private; I will not send anything that I do not want others to read.

6. Games

I understand that I may NOT download games from the Internet onto a school computer without written approval from the school principal. A teacher may occasionally direct me to specific learning games on the Internet at which time I may play those games ONLY. I understand that I am not to play games on the Internet at any other time.

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7. Electronic Mailing Lists and Blogs

All Saints Catholic School recognizes that electronic mailing lists (i.e. discussion lists) and blogs (web logs) have some educational uses. I may NOT, however, access an electronic mailing list or blog unless a teacher has specifically directed me to or given me permission to do so. I understand that if I am found accessing electronic mailing lists or blogs (i.e. You Tube, My Space) on school-owned computers without teacher permission and adult supervision, I will lose my school Internet privileges.

8. Security

I understand that security on our network is very important. I will never attempt to guess other users' passwords at anytime. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately.

9. Vandalism

I understand that vandalism is defined as

- any malicious attempt to harm or destroy technological hardware and/or software belonging to All Saints Catholic School and
- any malicious attempt to harm or destroy other people's data within All Saints Catholic School and on the Internet.

This includes, but is not limited to, the uploading/downloading or creation of computer viruses. I will notify the teacher-in-charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher-in-charge of attempted vandalism will result in my loss of network privileges.

10. Copyright

I understand that to copy any other person's work from the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, or sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

11. Miscellaneous

Further, I agree to save my computer work as instructed, to modify only my own personal work, and to follow all computer-related directions given by the faculty/staff of All Saints Catholic School. This includes NEVER being on a school computer unless I am directly supervised by a member of the All Saints staff, printing materials only when given permission to do so, saving work ONLY to the appropriate file in Student Saved Work, and quitting all applications/putting the computer to "sleep" before I leave the Technology Center. In general, I may use library computers only to access the library catalogue.

The use of the Internet, the computer, and electronic mail at All Saints Catholic School is a privilege and not a right. I understand and will abide by the above Internet/Computer Use Agreement. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges will be revoked and/or school disciplinary action will be taken.

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**Please sign the enclosed Student Internet/Computer
Acceptable Use Policy Signature Sheet and return it to school
by June 20, 2008.**