

# St. John the Baptist Catholic School

350 Emery Street, Longmont, CO 80501

## E-mail and Internet Use



### Student Acceptable Use Policy

We are pleased to offer internet access to St. John the Baptist Catholic School and believe the internet offers vast, diverse, and unique resources to both our students and staff. Our goal in providing this service is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

Students are responsible for their behavior, actions, and communications when using our school's network and computer technology. Students are responsible for the appropriateness and content of the material they store, transmit, or publish on the system. General school rules for behavior and communication apply. Technology resources that are covered by this agreement include, but are not limited to, computers, iPads, servers, disk drives, printers, scanners, video and audio devices, cameras, software, telephones, electronic science probes, and other electronic computing resources.

### Internet/Network Use

- The student will access the internet and network services at the direction of the teachers and for educational purposes only.
- The student will never access the other folders or files.
- The student will not post or distribute any pictures or documents that are considered defamatory, inaccurate, abusive, obscene, threatening, offensive, or contrary to the teachings of the Catholic Church.
- The student will not access sites that are deemed obscene, constitute pornography, or are contrary to the mission of the school. In the event that the student accesses an inappropriate site accidentally, he/she will notify the teacher immediately.
- The student agrees never to use the internet for any activity that is considered illegal, criminal, or contrary to the teachings of the Catholic Church.
- The student will abide by all laws regarding copyright and plagiarism.
- The student agrees never to tamper with or vandalize the property of the school or other users.
- The student agrees to never download or upload any file, application, or resource to or from the schools network without prior permission of the teacher.
- The student agrees to report any misuse to the teacher.
- The school is not responsible for loss of data stored on the school computers or network.



## **E-mail Users**

- The student may be assigned an e-mail address to be used for educational purposes. E-mail will be used for teacher-sponsored activities.
- The student will be polite in all communications. The use of inappropriate language, which includes vulgarity, obscenities, threats, or suggestive statements is strictly prohibited.
- The student agrees to keep his/her passwords confidential.
- The student should never reveal personal information about themselves or others. This includes name, age, gender, photo, address, phone number, and other information that could allow a person to locate the user.
- The student agrees to never arrange a meeting with any person while using the school's e-mail system.
- The student agrees to notify a staff member if a request for personal information, harassing or threatening statements, or any transmission that causes the receiver to feel uncomfortable is received through the school's account.
- The student may not use chat rooms or instant messaging services.

## **Consequences**

The use of the internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Violations of any part of this policy can result in the following actions depending on the severity of the action. The school administration will determine the appropriate consequence.

- Temporary suspension of privileges.
- Permanent suspension of privileges.
- Suspension from school.
- Expulsion from school.
- Report to local, state, or federal officials.

## **Privacy**

There is no absolute Right to Privacy when using the school's computer resources. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. School administration and faculty will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. This right is extended to student's parents, and/or legal guardians, in accord with the school's policy for review of student's records and/or work. Users should not expect that files will be private.

## **Disclaimer**

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. St. John the Baptist Catholic School has taken precautions to restrict access to controversial material. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

# SJB Internet Use Policy Agreement

Family Last Name: \_\_\_\_\_

## *Student Agreement and Parent Permission Form*

### *Student Agreement*

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

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

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

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

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

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

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

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

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

### *Parent Agreement*

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 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 responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media. I have read, understand, and explained this policy to my child. I agree that my child shall comply with the terms of the policy. I understand that access is being provided to the student for educational purposes only. However, I also understand that it is impossible for the school to restrict access to all offensive and controversial materials and understand my child's responsibility for abiding by the Policy.

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