

*Acceptable Use Agreement
for
Internet Access and Related Technology Use*

The Catholic Schools Office of the Diocese of Joliet and the Parish School Holy Trinity support the use of technology in the instructional program through individual computer workstations, lab networks, school-wide networks, school owned hand held devices, and the Internet as a means to facilitate learning and teaching through communication, access to information, research and collaboration.

All uses of the Internet and related technologies, including hand-held devices shall be for educational purposes only, and will be consistent with the Diocesan and School's goal of promoting academic excellence as defined in the respective mission and philosophy statements.

The failure of any user to follow the terms and conditions of this agreement may result in the loss of privileges and/or disciplinary action.

Terms and Conditions

1. **Acceptable Use**

The Diocese and Parish School will make reasonable efforts to ensure that technology is used in a responsible, moral and ethical manner consistent with the educational and moral objectives of the Diocese and School.

2. **Responsibility**

School administrators, teachers and staff work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels and to evaluate and use the information to meet their educational goals. However, there is an enormous range of material available on the Internet, some of which may not be fitting with the particular values of a student's family. It is not practically possible for the Diocese and School to monitor and enforce a wide array of social and religious values in student use of the Internet.

The Diocese and School recognize parents as primary educators of their children and the need for them to be involved in instructing their children as to what material is and is not acceptable for access and communication through the school network system.

The students and staff have the responsibility to respect and protect the right of every other user in the school and on the Internet.

The principal (pastor, superintendent) has the authority to determine what is inappropriate use and his/her decision is final.

3. **Code of Conduct**

Students are expected to act in a responsible, ethical and moral manner, and use the accepted rules of network etiquette and follow federal and state law and the terms of this Agreement both at school and at home. Outside of school, it is expected that families bear the same responsibility for such guidance of their child(ren). Administration reserves the right to intercede when students are adversely affected or when there is serious disruption to the school program. The terms of this Agreement include, but are not limited to the following:

All users are to be polite and use appropriate language.

No inappropriate pictures or drawings are to be downloaded, displayed, printed, or communicated.

No offensive remarks or comments related to another student, teacher, administrator, employee or volunteer of the school/parish are to be placed on the Internet, personal websites, blogging sites, instant messaging or in email or on handheld devices by a student. Cyberbullying is not allowed and may also violate the Human Rights Act, if the student spreads hate, or discrimination based on race, national or ethnic origin, color, religion, age, sex, sexual orientation, marital status, family status or disability.

No student will transmit any material that is derogatory or defamatory or which is intended to offend, annoy, harass or intimidate or has the effect of offending, annoying, harassing or intimidating another person or persons through any electronic device including, but not limited to computers, cell phones, palms, handheld computers blackberries, flash drives or other handheld devices.

No student will upload, download, copy, forward or transmit any copyrighted materials or any portion of such copyrighted materials, including, but not limited to music, video, photographs, pictures, pamphlets, books, newspaper or magazine articles without the permission of the teacher.

No offensive, derogatory or defamatory letters, essays, papers, email or other written documents are to be uploaded, downloaded, forwarded, copied, transmitted, displayed, printed or communicated.

The use of the network shall not disrupt the work of other users and this includes, but not limited to disrupting the system's performance, deleting or altering files or destroying data by downloading or spreading viruses and/or worms.

The personal address, phone number or social security number of any student is not to be used in email or on the Internet.

The network may not be used for the purchase of any type of merchandise services, copying of copyrighted material or to send material or communication likely objectionable to recipients.

At school, no user shall be involved in, or participate in, chat rooms or discussion groups without expressed permission and/or supervision of the teacher/system administrator.

No student will install any software, games, files or other electronic media on school equipment or network, without the permission of the teacher/IT staff,

4. **Safety**

Reasonable efforts will be made to protect users of the network from harassment, unwanted and unsolicited communication. Any network users who receives threatening or unwelcome communication shall immediately bring this to the attention of a teacher or administrator.

5. **Electronic Mail**

The user does not have any right of privacy or ownership whatsoever in relation to his/her use of the school network and/or e-mail. Consequently, all electronic and telephone communication systems and all communication and information transmitted by, received from, or stored in any manner are the property of the Parish, School or Diocese and are to be used for educational purposes only.

To ensure that the use of the network is consistent with the educational objectives and philosophy of the School, Parish, and Diocese, authorized representatives may monitor the use of the network from time to time, which may include the printing and reading of all information stored, and all e-mails entering, leaving, or stored, and all files created and saved in the system. The system administrator (principal or designee, pastor, superintendent) may remove any material stored by the users, which violate the terms of this Agreement.

6. **Consequences For Inappropriate Use**

The network user shall be responsible for damages to equipment, systems, and software resulting from deliberate and willful acts or installation of unapproved software and/or files.

Illegal use of the network, intentional deletion or damage to files or data belonging to others, copyright violations or theft of services will be reported to the appropriate authority and will result in the loss of access privileges.

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this agreement. Loss of access and other disciplinary actions shall be consequences for inappropriate use. If a user mistakenly accesses inappropriate information, the teacher or adult supervisor should be told immediately.

7. **Publishing Web Pages**

The school may choose to publish a Web Page for purposes of providing school, parish information and teacher, class information. This may include the posting of meetings, agendas, student activities, projects and accomplishments, schedules and other information of interest to students, parents and the community. Classrooms may participate in the development of web pages as on-going educational projects.

The principal or her designee must approve all materials prior to publication on the Internet. Additionally, if any sites are linked to the classroom, teacher, student or school Web Pages, they must be reviewed and approved by the principal or her designee. The posting of any material that may violate copyright law is expressly prohibited.

Disclosure of student information on the school web site will be limited to first name and last initial and no pictures of identifiable students.

8. **Hand-held Devices (Visors, Palm Pilots, etc.)**

The use of hand held devices for educational purposes is limited solely to those devices approved by or distributed by the school. All rules of conduct shall apply. The beaming of information that is considered threatening, or unwelcome communication or inappropriate will be reported to the teacher or administrator immediately and may result in loss of use.

9. **Indemnification**

The user hereby agrees to indemnify the school/parish/Diocese for any losses, costs, or damages, including reasonable attorney fees, incurred by the School, Parish, or Diocese relating to or arising out of the breach, of or the enforcement of, this Agreement.

10. **Financial Obligations**

The student, parent, guardian, agrees to be responsible for any financial obligation incurred through the use of the network that is contrary to the terms of this Agreement.

11. **Limitation of Liability**

The School/Parish/Diocese makes no guarantee that functions and services provided by the computer system and network will be error free or without any defect. The School Parish/Diocese has no responsibility, for the accuracy or quality of information obtained through the use of the network or for any damages users suffer.

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At
Holy Trinity Catholic School*

Student

I have read or my parents have read/discussed this agreement with me.

I understand that using the computer and other technology equipment as well as the Internet at school is a privilege. I know that you can obtain information on the Internet and communicate with others through the Internet. My parents and I have talked about using the Internet safely and the importance of using technology carefully.

I understand that my communication with others using school technology is to be polite and respectful at all times. I know that this applies to using instant messaging, email, the Internet, cell phones, Palm Pilots and all other hand-held devices. If I send information to another person, I must only send it to those persons my teachers say are okay to write to. If I receive information from someone that makes me feel uncomfortable, or is not respectful and polite, I am to tell my teacher or another adult immediately.

I may get information from the Internet for projects that I am working on, but the information must be appropriate and within the guidelines set by my teacher. I know that I may not copy someone else's work and use it as my own.

I know that if I do not follow these rules and other rules my teacher and principal have for the use of computers and other technology, I may lose my privileges and may not be allowed to use the computers and other technology. Depending on the seriousness of the situation, I am aware that other disciplinary measures may be required.

Student signature _____ Date _____

Parent or Guardian

As the parent or guardian of this student, I have read the Agreement for Internet Access and Related Technology Use and agree to all terms as stated.

I understand that this access is designed for educational purposes. I recognize it is impossible for the Diocese of Joliet, the parish and school to restrict all access to all controversial materials and I will not hold the Diocese, parish, school or its agents responsible for materials acquired on the network or harm to my child resulting from the use or inability to use the network systems, equipment or Internet. I will emphasize to my child the importance of following all rules of conduct and personal safety when using the Internet.

Furthermore, I accept responsibility for supervising my child's use of electronic communication, posting to blogging sites, Websites, use of school web pages and downloaded material when not in school, so that its use is not harmful derogatory, defamatory to the parish, parish personnel, school, school personnel or other students.

I hereby give my permission to allow the use of the network and Internet access for my child.

Parent signature _____ Date _____