Sacred Heart Catholic School
Boone, Iowa

Acceptable Use Policy

It is the policy of Sacred Heart Catholic School to encourage the use of the Internet by the students, teachers, and staff to enhance learning and teaching activities. Teachers and system administrators have the responsibility to monitor student's use of this vast resource. Students must assume the responsibility for using the Internet resources in accordance with Sacred Heart School guidelines. Such use shall be consistent with the philosophy, goals, and objectives of Sacred Heart School.

Guidelines

I. Statement of Purpose

The purpose of this document is to set guidelines for exploring and using the Internet resources to enhance learning and teaching activities. The Internet is a vast global computer network which provides access to major universities around the world, government agencies, other school systems, and commercial providers of data banks. Acceptable use of these resources shall be consistent with the philosophy, goals, and objectives of Sacred Heart Catholic School.

Exploration of the Internet is encouraged, but with rights and privileges comes responsibility. Any use of the network which adversely affects its operation in pursuit of teaching and learning or jeopardizes its use or performance for other community members is prohibited and may result in loss of network privileges.

II. User Responsibilities

1. Users are reminded that they are representatives of Sacred Heart School. They must conduct themselves in accordance with the policies thereof.
2. Students must have permission by the teacher to access the Internet.
3. Use language that is appropriate for school situations. Avoid offensive, obscene, threatening, or inflammatory speech. Impersonation and anonymity for misrepresentation of self are prohibited.
4. Access only materials appropriate for fulfilling school assignments. Users are cautioned that there is material on the Internet which may be deemed inappropriate for young people, and access to this type of material for any reason is unacceptable.
5. When an inappropriate site is accidentally accessed the user will show responsibility and exit that site immediately.
6. Use of "chat rooms" is not allowed.
7. Adhere to copyright rules and licensing agreements when accessing materials.
8. Software and data files are not to be downloaded unless there is a direct need for a specific class assignment. Permission must be given before downloading.
9. Print only teacher approved materials. Do not print entire web pages when only a short part of the page is needed. Permission must be granted each time that you wish to print.
10. Do not reveal personal information such as addresses or phone numbers.
11. Any use of the Internet for illegal activities is strictly prohibited.

III. **Restrictions**

Sacred Heart Catholic School will provide Internet access to all students, teachers, and staff. E-mail accounts will be setup for staff and teachers only. E-mail use by students will be monitored by the teacher and used only for educational purposes. Any tampering with teacher related files is not allowed. Monitoring of Internet use and E-mail by the Administration is a possibility. Limited software is used to restrict Internet access so it is the responsibility of the individual to know what is appropriate on the Internet.

IV. **Privileges**

The use of the Internet is a privilege not a right. Inappropriate use will result in limitation or cancellation of user privileges and possible disciplinary actions.

V. **Controversial Materials**

Network users may encounter material that is controversial and which users, parents, teachers, administrators, or others may consider inappropriate or offensive. On a global network it is impossible to control effectively the content of available data. The teachers, staff, and administrators will determine which type of material should not be accessed.

VI. **Security**

Security on any computer system is a high priority, especially when the system involves many users. Attempts to tamper with the network, access the system as any other user, or to share a password will result in cancellation of user privileges. Electronic mail is not guaranteed to be private. System administrators have access to any mail. Messages relating to or in support of illegal or inappropriate activities may be reported to the authorities, and disciplinary action may follow.

VII. **Vandalism**

Vandalism will result in cancellation of user privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the internet. This includes, but is not limited to uploading, creating, or transmitting computer viruses.

VIII. **Disclaimer**

Sacred Heart Catholic School will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, services interruptions or inaccurate information. The user accepts personal responsibility for any information obtained via the Internet.

IX. **Agreement**

Students and teachers must sign the Acceptable Use Policy form prior to accessing the Internet. Students must also have a parent or guardian sign the agreement.

Reviewed: 4/2010, 02/2016
Revised: 01/2012

ACCEPTABLE USE POLICY
Sacred Heart Catholic School
Internet Acceptable Use Policy Form

Name_____ Grade_____

Student

I have read the Sacred Heart Catholic School Acceptable use Policy rules and regulations for use of the Internet. I agree to abide by the provisions stated in these guidelines. I understand that violations of these guidelines may constitute suspension and/or revocation of internet access and related privileges, and could lead to school disciplinary action.

Student's Signature_____Date_____

Parents or Guardians

I have read the Sacred Heart Catholic School Acceptable use Policy rules and regulations for use of the Internet. I understand that this access is designed for educational purposes only. I also recognize that it is impossible to restrict access to all inappropriate materials. I understand that my child is fully aware of the guidelines and is responsible for his/her actions. I give permission for my child to use the Internet.

Parents or Guardian
Signature_____Date_____

OR

I do not wish my Child to have access to the internet at this time.

Parents or Guardian
Signature_____Date_____

<u>Please sign and return this page to school.</u>

Scared Heart Catholic School
Internet Acceptable Use Policy Form
Teachers & Staff

Name_____

I have read the Sacred Heart Catholic School Acceptable Use Policy rules and regulations for use of the Internet. I agree to abide by the provisions stated in these guidelines. I understand that violation of these guidelines may constitute suspension and/or revocation of Internet access and related privileges, and could lead to school disciplinary action.

Signature_____ Date_____