

St. Mary, Star of the Sea School Computer and Internet Acceptable Use Policy

In order to use the computers at St. Mary, Star of the Sea School, all students and their parents or guardians are required to read this policy concerning the standards for conduct expected while using the computers and accessing the Internet. All students and their parents or guardians must sign and return the Acceptable Use Agreement to acknowledge that they have read this policy and will abide by it. Please keep this sheet for reference. This policy is also available for review on the school website.

Use of Computers

1. Students and adults who are authorized users are responsible for appropriate behavior at all times, in accordance with all school rules.
2. Use of computers is restricted to only those programs authorized by the teacher.
3. Computers and related equipment must be used safely and treated with proper respect and care.
4. Computers may be used only when there is a teacher or aide in the room who has authorized the use of the computer at that time.
5. Authorized users must take reasonable precautions to safeguard their personal passwords to prevent unauthorized access to the system and to their files.
6. Authorized users must take every precaution to prevent infection of the system by a computer virus. Diskettes, CD-ROMS, and other memory devices from outside the school may NOT be used in the system until they have been checked for viruses and approved for use by the computer teacher or network administrator each time they are brought to school.
7. Authorized users may access only their own files and files specifically authorized by the teacher.
8. No one is permitted to change the hardware or the hardware configuration or settings or to add software or programs to any computer by any means.
9. No one is permitted to change, move, or delete software, programs, software settings, icons, desktops, folders, or files, unless expressly authorized by the teacher to do so.
10. Users must not print any material unless authorized by the teacher.

Use of the Internet

The Internet is one of the greatest research tools available to students, with access to libraries, museums, databases, and other information sources throughout the world. The school takes seriously its duty to prevent student access to inappropriate material on the Internet, but it is possible for students to view or even access such material unexpectedly, unintentionally or inadvertently. Following the rules set forth here will greatly reduce the risks and minimize the effects in the event that such material does appear while using the Internet.

1. Users must not participate in any inappropriate use of the Internet, including any activity involving unethical or illegal solicitation, identity theft, racism, sexism, inappropriate language, pornography, threatening or obscene material, illegal substances, commercial solicitation or advertising, political lobbying, or any other activity deemed to be inappropriate by the teacher.
2. Users who encounter any inappropriate material by accident must report it immediately to the teacher. Users must not attempt to attract the attention of other users to the material.
3. Users are not permitted to access or participate in chat rooms of any kind or to send or receive instant messages (IM) at any time.
4. Users may not access, send, open, or download email and/or attachments to email.
5. Users must not transmit personal information (name, address, phone number, etc.) at any time.
6. Users may not download or install any programs or software from the Internet at any time.
7. Users must take care not to copy, quote, paraphrase, or otherwise use any material (including but not limited to text, images, music, sound, designs, and ideas) without proper citation of the source.

**Users who violate any portion of this policy will be held accountable for their behavior
and will be responsible for any damage that occurs as a result of their actions.
They may also lose the privilege of using school computers.**