

# ST. CATHERINE LABOURÉ SCHOOL

## ACCEPTABLE USE POLICY FOR STUDENTS

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2021-2022

### **Purpose:**

Computers are a valuable tool for education at St. Catherine Labouré School. The faculty/staff encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. No student will be able to use technology without this agreement signed and on file with Saint Catherine Labouré School.

### **Responsibilities of the User:**

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With the right of access comes the responsibility to use the source both correctly, wisely and morally. St. Catherine Labouré School students and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Faculty/staff will assist in monitoring Internet sites used but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

### **Technologies Covered:**

Saint Catherine Labouré School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, and more.

### **General Guidelines for use of Technology:**

- Computers are to be used for the purpose of academic or other authorized activities.
- All users are required to take: Internet safety training, Cyber bullying, and Digital Citizenship instruction. This training will be provided by the Technology instructor and reinforced by the classroom teacher.
- Saint Catherine Labouré School will provide and manage a Google Workspace for Education account for students in order to complete assignments, communicate with their teachers, and sign into individual and/or shared Chromebooks.

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- The Network Administrator, Technology Education Teacher, Faculty/Staff, and/or the School Administration have the right to monitor and to judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.
- Any attempt (such as hacking or any unauthorized activity) to go around system security, to guess passwords, or to gain access to secured resources is forbidden.
- The use of proxy sites or other means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to any system.
- Use of the Internet for commercial gain or profit is not allowed at St. Catherine Labouré School.
- Before a student may engage in e-mail correspondence with a professional regarding subject matter relevant to educational research, Digital Citizenship must be provided as well as permission must be granted by the Network Administrator who will inform the administration in writing prior to granting permission. Personal e-mailing is never permitted by a student at St. Catherine Labouré School.
- No student is allowed to enter a chat room, social networking site, or personal email account.
- Transferring copyrighted material to or from St. Catherine Labouré School without the express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Deliberate spreading of a virus through the use of the Internet or a disk is strictly forbidden.
- Students may not give or share the password for their school account.
- Additional rules and restrictions may be added at any time.

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### Internet Policy:

St. Catherine Labouré School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

*“ The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmissions of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school or diocese.”*

### Technology Use Rules:

1. **Protect Privacy.** For reasons of Personal Safety, students will not post personal contact information about themselves or others such as, addresses, telephone numbers, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. **Research Honestly.** Be aware that all work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home or school computers is prohibited. All sources for research taken from the internet for projects must be documented correctly.
3. **Respect Life.** Fraudulent, harassing, violent, libelous, obscene, hateful, discriminatory, religiously offensive, unethical, or any other kind of inappropriate message/images may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored on St. Catherine Labouré School computers or system.
4. **Respect Property.** Students will not make deliberate attempts to disrupt computer systems, or to destroy data by spreading computer viruses or by any other means. These actions are illegal as well as immoral.

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### **Sanctions:**

1. Students who do not use the Internet and other computer resources in an appropriate manner will lose computer use privileges at school. Further disciplinary actions will be determined by the School Administration.
2. Disciplinary and/or legal action may be taken by the school and/or other interested parties.

### **Legal issues:**

Laws governing computer use currently exist in Pennsylvania. Violation of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law.

### **St. Catherine Labouré Catholic School Student Technology User Agreement Form**

**PARENT OR LEGAL GUARDIAN:** As the parent or legal guardian of a student(s) at Saint Catherine Labouré School, I have read, understand and by submitting by response electronically, I agree to abide by the Saint Catherine Labouré Catholic School Student Technology User Agreement. I understand that access to technology and the Internet is designed for educational purposes only. However, I also recognize it is impossible for St. Catherine Labouré School to restrict access to all controversial materials. I agree not to hold St. Catherine Labouré School liable for the materials, which students may acquire on the Internet that was not authorized, not approved, or unknown to school personnel. I hereby give permission for my child to use the Internet for educational purposes only.

I also accept the responsibility that my student(s) have read, understand and agree to abide by the Saint Catherine Labouré Catholic School Student Technology User Agreement provided. My student understands that any violation of the regulations included in the document is unacceptable and may constitute a criminal offence. I further understand that should my student commit any violation of the policies contained therein, his/her privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be warranted.