

Our Lady of Fatima School

Guidelines for the Acceptable Use of the School Network & Telecommunications

Purpose

Electronic networks and other new technologies have changed the way we communicate and share information. The ability to access information through the computer will be used by students and staff to further educational goals and objectives by providing educational resources previously unavailable. Internet information will support and enrich our curriculum. Learning how to access this information and how to communicate electronically are now fundamental skills and an important goal as we prepare students for the future.

Definition

The Internet is an online computer network that connects millions of computer users and information resources around the world. Using the Internet will allow students to do research, find homework help, and communicate with students, teachers, scientists, and people around the world from all walks of life.

Internet resources will include, but will not be limited to:

- Electronic mail communication
- Information and news from research institutions such as major universities, government organizations, etc.
- Library catalogs all over the world, including the Library of Congress
- Common interest groups on the Internet, such as: chat rooms, discussion groups, bulletin boards, etc.
- Online databases of professional information such as: electronic journals, newswires, etc.
- Public domain software
- The World Wide Web

Electronic Network Use

To emphasize that electronic network use at Our Lady of Fatima is for appropriate activities, this policy requires that: Filtered access will be provided for school-related, academic activities only.

The school and its employees are not responsible for use, which is in violation of this policy.

Safety Guidelines

When on the Internet, students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc.

Students will not agree to meet with anyone that they have communicated with using the school Internet access.

Students will promptly disclose to a teacher or other school employees any message they receive that is inappropriate or makes them feel uncomfortable.

Privacy

Network storage areas will be treated like school lockers. Network administrators may review files and communications to keep the network working properly and to ensure that users are using the system responsibly.

Students and teachers should always log off a computer when finished to prevent anyone else from working under their account.

Also, in the global community of the Internet, no communication is “private”.

Student Responsibilities

The primary use of the computers is for educational purposes. Preference at the computer workstations should always be given to those who need to do research, word processing or other educational activities.

Students will access the Internet only with software owned by Our Lady of Fatima. The student is responsible for using the school account provided in an ethical, responsible, and legal manner for school-related tasks only. Students and parents must sign the Student Access Contract in order for the student to have approved access to the school network.

Students will access only those resources or topics which are related to academic pursuits. Students are responsible for their behavior on the school computer network just as they are in a classroom or a hallway.

Students will use appropriate language and follow the same rules of conduct as required by Our Lady of Fatima School.

Access is a privilege not a right.

- All files should be saved; however, no files should be saved to the **C:\drive**. Students and teachers have been provided with sufficient storage space on the server to save all work. Disks may be used for use in the **A:\drive**. Jump Drives may also be used.
- Material created and/or stored on the system is not guaranteed to be private. System administrators reserve the right to review the system from time to time to ensure that the system is being used properly. For this reason, users should expect that emails, material placed on personal web pages, and other work that is created on the network may be viewed by a third party.
- The school provides printers, paper and toner free of charge to all users for educational purposes only. Any material that is useful for educational purposes may be printed out. However, users should use common sense in sending print commands and be careful to print just once. The number of pages being printed should be within reasonable limits.
- Using or importing (transferring in) offensive, obscene, libelous, disruptive, or inflammatory language, picture, or other material on any computer or network with the school is prohibited and subject to disciplinary action.
- Students should not respond to any harassment encountered and must immediately report any incidents to the appropriate staff member.
- Students with personal online accounts such as America Online, CompuServe, or any other service provider may not install their operating software on school equipment and may not access the service provider using school software or equipment. No software may be copied to the school network.
- For safety reasons, students shall not reveal phone numbers, addresses, or any other personal information with anyone online.
- Students shall respect the privacy of e-mail.
- Students will use the electronic network for legal activities only. Illegal activities include, but are not limited to: Knowingly spreading viruses; violating copyright laws and plagiarizing; using unauthorized software; impersonating another user; unauthorized entry; and/or destruction of computer system or files.
- Students shall not use the network for any commercial activity.
- Students shall not use the network to make personal purchases or unauthorized orders using the school name.
- Students shall use all resources on the Internet in accordance with the policies of the institutions providing the service.
- Students shall use the network in such a way that the use of the network by other users is not disrupted.
- Students shall not present personal viewpoints on the system so as to make them appear to represent the school.
- Students shall not infuse inappropriate materials onto the school system, nor are links to inappropriate materials at other sites permitted. Inappropriate material includes, but is not limited to, libel, plagiarism, illegal activities, copyright infringement, misinformation, harassing materials, and obscene materials. Publishers must have permission to publish copyrighted information on their pages or documents if they are not the author or creator.

Unacceptable Uses

- Playing games, using chat rooms and instant messaging are forbidden.

- Because these programs rob the system of bandwidth, programs that allow for downloading and or remote sharing of video and audio files are forbidden.
- Students may not modify or alter specifications or attributes of a school computer.
- Use of the network for advertising is prohibited.
- Students may not log onto to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person or organization's computer system is prohibited.

Consequences of Unacceptable Student Use

The use of electronic networks is a privilege, not a right. Misuse of an electronic network account or a violation of this policy may result in the account or the user's access privilege being denied, revoked, or suspended. Misuse will subject the student to disciplinary action at the appropriate level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

Due Process

In the event of a violation of this policy, or school code, the student will be subject to disciplinary action, which will be determined by the severity of the violation.

Our Lady of Fatima will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.

Liability

Our Lady of Fatima makes no express or implied warranties for the Internet access it provides. Our Lady of Fatima cannot completely eliminate access to information that is offensive or illegal and residing on networks outside the school.

The accuracy and quality of information obtained cannot be guaranteed. Our Lady of Fatima will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

Access to computer communication technology is provided for school-related, academic activities only. All copyright laws are honored and academic honesty is expected at all levels of use.

Publication of Students' work/pictures

Please note that Our Lady of Fatima may publish children's pictures or work on the school web site, the newspaper, a magazine, or other publications for educational and public relations use. Video may be used for informational or educational purposes regarding the programs or curriculum at Our Lady of Fatima School. The Diocese of Wilmington Communications Office may also request the use of pictures in their publications.