

## **24.4 ELECTRONIC RESOURCES - ACCEPTABLE USE POLICY**

### **24.41 PURPOSE**

Computers are valuable tools for education and one of this school's purposes is to 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:

### **24.42 GOALS**

To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technologies.

To encourage critical thinking and problem solving skills (needed in an increasingly electronic and global society.)

### **24.43 RESPONSIBILITIES OF USER**

With right of access to a resource comes the responsibility to use the resource both correctly and wisely. Along with access to computers and people all over the world, also comes the availability of some material that may not be considered to be of educational value within the context of the school setting. Monitoring and controlling all such material is impossible. Christ the King School will instruct students on the proper use of the Internet for educational research. However, on a global network such as the Internet, it is impossible to control the content of all available materials, therefore:

- Any and all use of the network must be consistent with Christ the King Catholic School's purposes of supporting education and research.
- In addition to internal school regulations, there are federal and state laws that apply to such use. Christ the King Catholic School firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility of users accidentally procuring material that is not consistent with the educational goals within our school. In addition, Christ the King Catholic School has installed a web-filtering product on its network to help ensure users do not gain access to inappropriate content.

### **24.44 GENERAL GUIDELINES FOR USE OF THE INTERNET**

- All users are required to take simple Internet training (how to sign on, log off, etc.) from the technology coordinator/director or his/her designee.

- Only users who have completed training and have parental permission may use the school's computers to access the Internet.
- No user will trespass in another's folders, work, or files.
- Student use of the Internet is limited to those who have a clear need for research and upon teacher recommendation. Use may be limited, if necessary. Use of non-educational chat room and social networking sites are prohibited.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this doesn't occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- E-mail will be restricted to school-provided accounts only.
- Any attempt to circumvent system security, guess passwords, or in any way gain access to secure resources, is forbidden.
- School use of the Internet and network systems for commercial or personal gains or profit is not allowed.
- Users will not move, repair, reconfigure, modify, or attach external devices except flash drives to the systems.
- The system administrator, the principal, and faculty have the right to monitor all activities.
- Installation of freeware, shareware, or other software, including personal software is prohibited.
- Personal disks may not be used in school computers without the supervising teacher's permission.
- Additional rules and restrictions may be added at any time.
- Parents should be aware that most social networking sites do not permit participation at any time by any student under 16.

#### **24.45 USER NETIQUETTE**

- For reasons of personal safety, users will NEVER post or share with anyone, especially strangers, personal contact information about themselves or other people. This may include last name (student), address, telephone number, school address, etc.
- Users will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
- Users 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 one's own.
- Users will not use obscene, profane, lewd, vulgar, rude or threatening language, nor will they, through means of the Internet, harass or annoy any other users.
- Users will not knowingly or recklessly post false information about any person or organization.
- Users will not make deliberate attempts to disrupt computers or their systems, or destroy/modify data by spreading computer viruses or by any other means. These actions are illegal.

- The illegal downloading of copyrighted software for use on home and school computers is prohibited.

#### **24.46 ACCOUNTABILITY**

All users should be prepared to be held accountable for their actions and for the loss of privileges if the terms and conditions of acceptable use are violated. Consequences can include: restricted network access, loss of Internet use, loss of use of school computers, disciplinary or legal action including but not limited to suspension, expulsion, termination, and/or criminal prosecution by the school or other involved parties under appropriate state and federal laws.

**Blogs/Instagram/Texting/Sexting-** Engagement in online blogs such as but not limited to MySpace.com® and Facebook® may result in disciplinary action if the content of the student or parent blog includes defamatory comments regarding the school, faculty or other students. Students should at no time be involved in texting during the course of the school day. If this is not followed, students will face detention, suspension/and or expulsion. Students involved in the possession or transmission of inappropriate photos on their cell phones or other electronic devices also face detention, suspension/expulsion. **THESE RULES CAN APPLY TO IN AS WELL AS OUT OF SCHOOL BEHAVIOR.**

**SPECIAL NOTE FOR JR. HIGH STUDENTS USING SCHOOL PROVIDED LAPTOPS:** The use agreement to be signed by both student and parent are binding and become part of this handbook and therefore part of the parent contract.

#### **Violation Of These Rules May Result In Any Of The Above Consequences.**

Christ the King School makes no warranties of any kind, whether expressed or implied, for Internet and technology service. Christ the King School will not be responsible for any damage suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at the user's risk. Christ the King School specifically denies any responsibility for the accuracy or quality of information obtained through its network services. Christ the King Advisory Council or the Archdiocese of Oklahoma reserves the right to amend this policy.