

**DIOCESE OF ALLENTOWN
St. Elizabeth Regional School
INTERNET SAFETY POLICY**

For

**USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC INFORMATION AND COMMUNICATIONS**

Introduction

It is the policy of St. Elizabeth Regional School to:

- (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (b) prevent unauthorized access and other unlawful online activity;
- (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors;
- (d) prevent use of network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church
- (e) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

Key terms are as defined in the Children's Internet Protection Act.*

Access to Inappropriate Material

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the St. Elizabeth Regional School online computer network when using electronic mail, social networking or chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes:

- (a) unauthorized access, including so - called 'hacking,' and other unlawful activities; and
- (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the St. Elizabeth Regional School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the principal or designated representatives.

Please read the following carefully before signing this document. This is a legally binding document.

SECTION ONE: GENERAL, COMPUTING POLICY

Acceptable Use

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration
- g) Copying programs purchased by you onto St Elizabeth Regional School computers and/or the network systems, without the express, written consent of St Elizabeth Regional School.
- h) Copying programs licensed to St Elizabeth Regional School for personal use.
- i) Abusing computer equipment.

2) Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords
- c) Copying, deleting, or moving system files
- d) Deleting, examining, copying, or modifying files and/or data belonging to other users

- e) Copying of copyrighted materials, such as third - party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/internet, or any networks or sites connected to the network/internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

SECTION TWO: INTERNET ACCESS

Internet access is now available to employees and students of St Elizabeth Regional School. This access is being offered as part of a collaborative project involving St Elizabeth Regional School and Penn Tele Data. We are pleased to bring this access to St Elizabeth Regional School and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at St Elizabeth Regional School by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- * electronic mail communication with people all over the world;
- * access to many University Library Catalogs, the Library of Congress, and ERIC,
- * discussion groups on a plethora of topics ranging from Japanese culture to music to politics to the environment,
- * public domain and shareware of all types;
- * information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. St Elizabeth Regional School and Penn Teledata have taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, St Elizabeth Regional School and Penn Teledata, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a St Elizabeth Regional School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET ACCESS - TERMS and CONDITIONS

1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of St Elizabeth Regional School.

Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) NEVER reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a St Elizabeth Regional School faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of St Elizabeth Regional School has the right

to request, for cause, that the system administrators deny, revoke, or suspend specific user accounts.

3) Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages
- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) All communications and information accessible via the network should be assumed to be private property.

4) Electronic Mail (E-Mail)

Whenever you send electronic mail, your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail
- c) The school/institution reserves the right to access E-mail to retrieve school/institution information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts to sending harassing, obscene and/or other threatening e-mail to another user is prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

5) Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own

negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

6) Updating Your User Information

If any information on your account changes, (e.g., telephone number, location, home address) it is your responsibility to notify the system administrator.

DIOCESE OF ALLENTOWN
St. Elizabeth Regional School, Whitehall, PA
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ACCEPTABLE USE POLICY SUMMARY

Due to the complex nature of this document we are summarizing the key points here. Parents: We ask that you read the complete document before signing and returning it to school on behalf of your child(ren). This summary is intended to highlight the key points so that you and your child can have a basic understanding of the requirements of this policy and can discuss these together. We will be reviewing this policy in school with all students and staff.

Key Principles:

- 1. You are responsible for your behavior when using the school's technology equipment.**
 - 1. You must treat all the equipment and software tools with respect and care.**
 - 2. You must respect the other students and staff using this equipment and not do anything that would cause them to not be able to use the equipment or software.**
 - 3. You may use the school's equipment as long as you demonstrate you can handle it correctly.**
 - 4. You may use your own technology if your classroom teacher or Computer teacher indicates that your use is part of a specific academic project or activity.**
 - 5. You may access the Internet using the school's technology equipment. When using the Internet you must act in a way that is respectful of others. You may only use Internet resources selected and approved by the educational and administrative staff of the school.**
 - 6. You may not copy someone else's work or any materials that are copyright, trademark, or patent protected.**
 - 7. You may not alter, remove, or attempt to corrupt any school data being stored on any of the school's technology.**

Consequences for failing to abide by this policy:

- 1. First offense, loss of the use of the school's or your personal technology in the school for one school day.**
- 2. Second offense loss of the use of the school's or your personal technology in the school for one full week.**
- 3. Third offense loss of the use of the school's or your personal technology in the school for the remainder of the current trimester and probationary use for the following trimester.**
- 4. Specific damage to any equipment and /or software product owned by the school will result in the parents being charged the replacement or repair costs for this damage. A student will not receive a final report card for the year until all costs are paid.**

Please note that loss of the use of technology in school may substantially effect your grades. You should carefully consider your behavior at all times so that your behavior allows you to continue to use these important tools that support your learning.