

## Acceptable Use Policy St. Elizabeth Catholic School



St. Elizabeth School has established a campus computer network with Internet access to enhance the school's curricular programs. The school retains the right to place restrictions on the use of the school's computers, printers, and all electronic devices used by students and staff, as well as on material accessed or posted using the internet forum.

The Acceptable Use Policy includes the misuse of the Internet in school and, when related to any element of the St. Elizabeth Community, including actions outside of school. Slander and/or disrespect toward anyone in the St. Elizabeth School community will result in disciplinary action.

1. St. Elizabeth provides computers, tablets, video equipment with Internet access and allows personal E-readers, to support the school's educational programs. Technology usage is always limited to school approval. Use for entertainment, commercial or other—is not allowed.
2. Printing on the school's network is a privilege and subject to the restrictions and policies established by the school. Staff shall refrain from printing personal materials on school printers.
3. Users are responsible for all computer activity that occurs under the use of their password. Passwords are to be strictly respected. If a student uses someone else's password without that person's consent, is theft and a violation of the acceptable use policy.
4. All users on the computers, the campus networks, and the Internet are expected to act in a manner that is representative of the school and its mission. Users will observe proper "netiquette" at all times.
5. Users may not reconfigure or tamper with the system files, security system, or operating system on any computer or attempt to access or alter such files. This is a violation of the acceptable use policy and may be subject to criminal charges and restitution costs.
6. Users may not copy software or information to or from the school's computers without proper authorization. This would be considered copyright infringement.
7. Users may not use information downloaded from another source or document (cut and paste) and use it as their own without the use of proper citation when allowed. This would be considered plagiarism and is regarded as academic dishonesty (see cheating).
8. Users may not use the network to access material or sites that are profane or obscene as defined by the school and/or advocate illegal or immoral acts. If there are any questions about educational projects that would involve possible access of such material, prior explicit permission must be given from the responsible teacher, administrators, and parents.
9. Inappropriate digital communications are serious offenses. Such actions are a violation of the technology agreement and student code of conduct; and subject to serious consequences. Examples of this are using or printing vulgar or obscene language, visiting sexually explicit sites, posting private information about others, engaging in personal attacks, or being disrespectful of other individuals, schools, or cultures.
10. Students in grades 3-8 will receive a school provided Google password and account, with e-mail privileges for grades 5-8 only. This account will be used for curricular and school related activities and not social or personal subscriptions. The school owns any communication sent via this account. Parents have access to their student(s) account. Administration has the right to access any material in student accounts.

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11. Usage of social media by a St. Elizabeth student should reflect the student code of conduct set forth in the student handbook. Any content including pictures and video, posted online or social networking sites should reflect positively on the student and St. Elizabeth School. Misuse of this technology will result in school disciplinary action.
12. The school reserves the right to monitor all use on the network.
13. In the event that content is blocked, users are not permitted to exercise any workarounds. Requests will be considered and permissions will be realigned if content is found to be appropriate for educational objectives.
14. Students and parents are financially responsible for any negligence or damage to the equipment as a result of improper use.
15. Parents/Guardians must partner with the school to guide students in responsible and moral use of technology devices. Parents/Guardians must stay abreast of software applications and social media use by their children to ensure the safety and wellbeing of their child and all members of our community.
16. St. Elizabeth School will not be responsible for any personal devices lost or damaged at school.

### **In order to ensure that the Acceptable Use policies are followed, St. Elizabeth School:**

- Reserves the right to randomly check any computer, tablet, E-Reader, phone, or video equipment, as it deems necessary.
- Has the right to restrict or terminate network or Internet access at any time for any reason.
- Has the right to further monitor network activities, student files, and student communication in any form that it sees fit to maintain the safety and the confidentiality of the computer facilities and to enforce the provisions of this policy including cooperation with law enforcement agencies.

### **Failure to comply with these acceptable use policies will result in any or all of the following:**

- The suspension or withdrawal of computer, network, and Internet privileges at school.
- Disciplinary action involving administrators, parents, pastor, and legal authorities if necessary.
- Financial responsibility for any damage done to the school's resources including the financial responsibility for a consultant's time to analyze and repair any such damage.