

St. Monica School:

Internet Guidelines
Acceptable Use Policy
Student and Parent Agreement

This document is included in the St. Monica Parish School Handbook. Each student and parent is required to read and agree to document in the handbook.

St. Monica Parish School

Internet Guidelines

Introduction

The Internet links thousands of computer networks around the world, giving St. Monica students access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

St. Monica School does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-8 setting.

St. Monica School Staff, Administrators and St. Monica Parish do not condone the use of such materials and do not permit usage of such materials in the school environment.

St. Monica School specifically denies any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Student Guidelines

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and consequences apply (see page 12-14 St. Monica School Handbook).

The network is provided for students to conduct research. Access to network services will be provided to students who agree to act in a considerate and responsible manner.

Any action by a student that is determined by their classroom teacher or administrators to constitute an inappropriate use of the Internet or LIVE@edu access at St. Monica Parish School or to improperly restrict or inhibit others from using and enjoying the Internet is a violation of the Acceptable Use Policy (AUP).

Transmission of material, information or software in violation of any school policy, or local, state or federal law is prohibited and is a breach of the AUP.

Violating the Acceptable Use Policy may result in:

- * restricted network access, or
- * loss of LIVE@edu account and/or loss of network access, or
- * disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.

In order to ensure smooth system operations, the System Administrator has the authority to **monitor all accounts. Every effort will be made to maintain privacy and security in this process.**

St. Monica School

Acceptable Use Policy (AUP)

- **Be ethical and courteous. Do not send hate, harassing, or obscene mail; do not use discriminatory or obscene remarks; or demonstrate other antisocial behaviors.**
- **Do not give out personal information such as home address, telephone number, or the name and location of the school without the teacher's permission.**
- **Tell the teacher right away if you come across any information that makes you feel uncomfortable.**
- **Maintain the integrity of files and data and equipment. Do not modify or copy files/data of other users without their consent. Do not destroy, modify or abuse the hardware or software in any way.**
- **Respect intellectual property. Treat information created by others as the private property of the creator. Respect copyrights.**
- **Protect the availability of the network for others. Use the network in a way that does not disrupt its use of others.**
- **Maintain the integrity of the St. Monica Network. Do not develop or introduce viruses, worms or other programs that potentially damage software components or computer systems.**
- **Use the St. Monica Network and the Internet for legitimate educational purposes only. Do not use the network or Internet to access or process inappropriate or obscene material or pictures.**
- **Protect the security of any passwords issued to you.**

Live@EDU AUP Requirements *Added August 22, 2011

Federal law requires that any child age 13 and under have parental consent to access online services, such as the Microsoft Live@EDU offering.

The Outlook Live local campus e-mail, online document storage and online OFFICE software solution is provided to your child by the St. Monica Parish School as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@EDU services as St. Monica Parish School may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such Live@EDU services, including the Outlook Live e-mail service, are managed by St. Monica Parish School and accompanying procedures. You also understand that the Windows Live ID provided to your child also can be used to access other electronic services that provide features such as online storage. Use of those Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement. Before your child can use those Microsoft services, he/she must accept the St. Monica Parish School Acceptable Use Policy. Failure to comply with the standards set forth in the AUP and the expectations of the school will result in the loss of use and privilege of the LIVE services.

Student Code of Conduct use of *stmonica@stmonicasea.org*

The basic purpose for you to use Microsoft *stmonica@stmonicasea.org* is for education. This agreement states you will not use Microsoft *stmonica@stmonicasea.org* for personal emails and social networking. Also this agreement states that you will be polite and respectful of other students. You will also respect students' privacy and security when using Microsoft *stmonica@stmonicasea.org*.

1. **Personal Responsibility:** I will accept personal responsibility for reporting any misuse of Microsoft *stmonica@stmonicasea.org* to my teacher.
2. **Acceptable Use:** The use of my assigned account will be in support of education and research and will support the educational goals and objectives of the Hoover City Schools. I am personally responsible for this provision at all times when using *stmonica@stmonicasea.org*. In addition, I will abide by the following:
 - I will not use Microsoft *stmonica@stmonicasea.org* to post any web pages for commercial activities, product advertisement, or political advocacy.
 - I will not use Microsoft *stmonica@stmonicasea.org* to post any obscene, discriminatory or offence material. All material posted will be in keeping with school assignments.
 - I understand that school administration has the right to monitor all postings including emails.
3. **Privileges:** I understand that the use of Microsoft *stmonica@stmonicasea.org* is a privilege, not a right, and that inappropriate use will result in a cancellation of those privileges and possible disciplinary action in accordance with school policy. The system administrator(s) may close an account at any time deemed necessary.
4. **Network Etiquette and Privacy:** I understand and will abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:
 - BEING POLITE: Never sending or encouraging others to send abusive messages.
 - USING APPROPRIATE LANGUAGE: I understand that I am a representative of our school and district on the Internet and will use polite and appropriate language.
 - PRIVACY: I will not reveal my home address or personal phone number or the addresses and phone numbers of other students. While using Internet services through Microsoft *stmonica@stmonicasea.org*, I will not reveal my e-mail address or the e-mail address of others.
 - ELECTRONIC MAIL: Inappropriate language or harassment will result in loss of system privileges and/or other disciplinary measures. By signing this agreement, I affirm the following:
 - a) I understand that e-mail sent via Microsoft *stmonica@stmonicasea.org* must be school related and must abide by the guidelines outlined here. I will immediately report any threatening, obscene, or harassing e-mail to school my teacher(s).
 - b) I understand that I will **not** share my Microsoft *stmonica@stmonicasea.org* password with others and that I am responsible for all e-mail sent through my account.
 - c) I understand that e-mail sent through this account may be scanned for content violating the terms of this agreement and that suspect e-mail may be reviewed by school administration.
5. **Vandalism:** Any attempt to harm or destroy data of another user or student will result in the loss of computer services and disciplinary action.

Student Access Agreement

I understand that when I am using the INTERNET or any other telecommunication environment, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or local law, and St. Monica Parish School. I agree to the St. Monica Parish School Internet Guidelines and Acceptable Use Policy.

Parent or Guardian Agreement

We ask you to review this policy with your child. Your child's teacher has already discussed this policy with your son or daughter.

If you have any questions about the network curriculum activities, please call your child's teacher. If you would like more information about the St. Monica Parish School Internet accounts, please phone Patricia Porter (206) 232-5432 ex 161.