

St. Mary, Star of the Sea School **Computer and Internet Acceptable Use Policy**

In order to use the computers at St. Mary, Star of the Sea School, ALL STUDENTS (K-8) and their parents and guardians MUST:

- Read and discuss this policy concerning the standards for conduct while using computers and accessing the Internet.
- Sign and return the Acceptable Use Agreement (online) to acknowledge that they have read this policy and will abide by it.

Student Use of Computers

1. Students are responsible for appropriate behavior at all times, in accordance with all school rules.
2. Students may use computers only when permitted and supervised by a teacher or aide.
3. Students may use only those programs authorized by the teacher.
4. Computers and related equipment must be used safely and treated with proper respect and care.
5. Students must keep their passwords safe and secret, and NEVER tell anyone their passwords.
6. Students may access only their own files and files specifically authorized by the teacher.
7. Students must take every precaution to prevent infection of the system by a computer virus. Diskettes, CD-ROMS, and other memory devices may NOT be used in the system until they have been checked for viruses and approved for use by the computer teacher or network administrator.
8. No one is permitted to change the hardware or the hardware configuration or settings or to add software or programs to any computer by any means.
9. No one is permitted to change, move, or delete software, programs, software settings, icons, desktops, folders, or files, unless expressly authorized by the teacher to do so.
10. Students must not print any material from any source unless authorized by the teacher.

Student Use of the Internet

The Internet is a great research tool, with access to libraries, museums, databases, and other information sources throughout the world. The school takes seriously its duty to prevent student access to inappropriate material on the Internet, but it is possible to view or access such material unexpectedly and unintentionally. Following the rules below will greatly reduce the risks and minimize the effects in the event that such material does appear while using the Internet.

1. Users must not participate in any inappropriate use of the Internet, including any activity involving unethical or illegal solicitation, identity theft, racism, sexism, inappropriate language, pornography, threatening or obscene material, illegal substances, commercial solicitation or advertising, political lobbying, or any other activity deemed to be inappropriate by the teacher.
2. Users who encounter any inappropriate material at any time must report it immediately to the teacher. Users must not attempt to attract the attention of other users to the material.
3. Users are not permitted to access or participate in chat rooms of any kind or to send or receive instant messages (IM) at any time.
4. Users may not access, send, open, or download email and/or attachments to email at any time.
5. Users must not transmit personal information (name, address, phone number, etc.) at any time.
6. Users may not download or install any programs or software from the Internet at any time.
7. Users must take care not to copy, quote, paraphrase, or otherwise use any material (including but not limited to text, images, music, sound, videos, designs, and ideas) without proper citation of the source.
8. Downloading of any media content is ONLY allowed for educational purposes and must be approved by the instructor.

Student Use of Printers

Students should print their assignments at home. From time-to-time, students will be allowed to print schoolwork.

Online programs and software used in class may change throughout the school year. Care is taken to make sure they are also safe. If you have any questions or concerns, please contact Mrs. Poarch.

Students must use the computers responsibly... Always think!

Students may lose the privilege of using school computers.

Parents/guardians will be financially responsible for any damage that results from their student's actions.