



Saint Edward School

5788 THORNTON AVENUE, NEWARK, CA 94560 • (510) 793-7242 • FAX (510) 793-3189 • WWW.STEDWARDNEWARK.ORG

STUDENT INTERNET ACCEPTABLE USE POLICY

We would like all parents to read Section A of this document carefully. In addition, all parents and children in all grades, please read and discuss Section B thoroughly with your child. Both you and your child should sign Section B in the appropriate places. This document must be on file with the school before your child will have Internet privileges.

We are very pleased to bring Internet access to Saint Edward School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence 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. Students and teachers have access to:

- Electronic mail communications with people all over the world
- Information and news from research institutions all over the world
- Public domain software and shareware of all types
- Discussions groups on thousands of diverse topics
- Many University library catalogs, the Library of Congress, government documents and thousands of databases

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 context of the school setting. The faculty at Saint Edward School has taken precautions to control access to controversial materials by adding hardware-and-software-based filtering systems, but most importantly, by being present at all times when students are on the Internet and by instructing students in the proper use of the Internet and electronic mail. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Availability of the Internet to students at Saint Edward School rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the Internet at Saint Edward School may be denied to that student. The signatures on this document indicate that you have read this document, discussed it with your child/children, and that you and your child/children understand the terms and conditions herein.



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SECTION A – GENERAL TERMS AND CONDITIONS

- 1. Acceptable Use** - The purpose of using the Internet in our school is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of Saint Edward School. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material and threatening or obscene material.
- 2. Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.
- 3. Network Etiquette** - Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.
- 4. Copyright** - Students are expected to abide by all copyright laws at all times.
- 5. Security** - If your child identifies a security problem on the Internet, he or she should notify a teacher immediately. Your child should not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log on to the Internet as anyone other than his or herself will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.
- 6. Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, or changing on-line materials without permission.
- 7. Off-campus Network Etiquette & CYBER bullying**- Any technology-based student activity such as but not limited to CYBER bullying and posting of offensive, obscene, harassing, abusive, or inflammatory language, pictures, or materials that takes place outside the school premises which puts at risk the wellbeing of our students/staff and/or the reputation of our school and families will result in disciplinary action. Some of these off-site activities take place via devices including but not restricted to personal computers, cell phones, networked videogames, public library computers, or via any other hand-held digital devices. The safety of your children and the reputation of our school and families are paramount to the philosophy and beliefs that govern our school. Therefore we ask you to be diligent in monitoring your children's involvement in such activities. Whereas the latest filtering technology might help, nothing surpasses your close involvement in your children's use of technology.



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SECTION B – STUDENT AGREEMENT

This section is to be read by all students and discussed with their parent or guardian. Both parents and students must sign this document at the bottom. Younger students should have this document read to them and they may sign or print their name as best they can. Please return this document to school.

1. Personal Responsibility

As a student at Saint Edward School, I will accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse is considered any message(s) sent or received that indicate or suggest racism, sexism, inappropriate language, etc. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at Saint Edward School.

2. Acceptable Use

My use of the Internet and electronic mail will be in support of educational research and/or knowledge as defined by the teacher in charge. I understand that “surfing” the Internet results in congestion on our school network which slows it down for others.

3. Network Etiquette

I will abide by the following rules of network etiquette at all times:

- A. I WILL BE POLITE – I will never send, or encourage others to send abusive messages.
- B. I WILL USE APPROPRIATE LANGUAGE – I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any other inappropriate language.

4. Privacy

I will not reveal my home address or personal phone number or that of any member of our school to anyone on the Internet at any time.

5. Electronic Mail

I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.



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6. Security

I understand that security on our network is very important. I will never attempt to guess other users' passwords at anytime. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately.

7. Vandalism

I understand that vandalism is defined as any malicious attempt to harm or destroy other people's data within Saint Edward School and on the Internet. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of network privileges.

8. Copyright

I understand that to copy any other person's work on the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, or sound. When using other peoples work, I will ask permission when possible and credit the author accordingly. The use of the Internet and electronic mail at Saint Edward School is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the above regulations is unethical and may constitute a criminal offense. Should I commit any violation my access privileges may be revoked and school disciplinary action may be taken.

9. Off-campus Network Etiquette & CYBER Bullying

I understand that inappropriate use of technology in outside-the-school activities such as online-posting or electronically sending of offensive, obscene, harassing, abusive, or inflammatory language, pictures, or materials put at risk the wellbeing of students/staff and/or the reputation of Saint Edward School and its families. I understand that Cyber bullying takes place when a child, preteen or teen is embarrassed, humiliated, tormented, threatened, harassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. I also understand that this type off-site activity may take place via devices such as personal computers, cell phones, networked videogames, public library computers, or via any other hand-held digital devices that I may have access to. Therefore I will not engage in any off-campus electronic activity that might violate this rule. Finally I understand that this type of unacceptable behavior will result in disciplinary action even when such activity takes place at an off-campus location.



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STUDENT SIGNATURE SECTION

Include the student (s) grade level (Please print)

Student's Last Name _____ First _____ Grade _____

Signature _____ Date _____

Student's Last Name: _____ First: _____ Grade _____

Signature _____ Date _____

Student's Last Name: _____ First: _____ Grade _____

Signature _____ Date _____

Student's Last Name: _____ First: _____ Grade _____

Signature _____ Date _____

PARENT AGREEMENT

As the parent/guardian of _____ I have read and discussed with my child the Internet Use Policy. I understand that access is designed for educational purposes. However, I also recognize it is impossible for Saint Edward School to restrict access to all controversial materials and I will not hold the faculty responsible for materials acquired on the network. I give my permission for my child to access the Internet while supervised at Saint Edward School. I also understand that inappropriate use of technology in outside-the-school activities (as described in sections A and B) which put at risk the wellbeing of Saint Edward's students/staff and/or the reputation of the school and families will result in disciplinary action.

Parent or Guardian Name (please print) _____

Signature _____ Date _____

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