

## All Saints Catholic School Policies 2016-17, Grades 5 - 8



The School and the Diocese of Richmond make no warranties of any kind, whether expressed or implied for Internet service. They will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The School and the Diocese specifically deny any responsibility for the accuracy or quality of information obtained through its provision of Internet service,

### **Technology and Internet Acceptable Use Policy**

Technology is an essential educational tool whose use must be grounded in the values and mission of Catholic education. All users, faculty, staff, administrators, and students, are expected to exhibit high standards of behavior at all times when using the Internet, email and other technology.

The use of the School's network and the Internet is a privilege, not a right. The use of computer systems and the Internet at School must be in support of the educational mission and objectives of the Diocese of Richmond and of the School. Inappropriate use may result in cancellation of those privileges. Based upon the Acceptable Use Policy guidelines in this document, the Principal will deem what is inappropriate use and his/her decision is final. In addition, the Principal has the right to close an account at any time. School authorities may take other disciplinary actions for any unacceptable behaviors. The administration, faculty and staff may request the Principal deny or revoke specific user access. Additionally, the cost of any repairs caused by inappropriate behavior will be the responsibility of the student and his/her family.

Prior to being given access to the School's computers and Internet, all staff members, as well as students in grades 5 - 8 and their parent(s) (when student is under the age of 18), must return the signed technology and Internet Acceptable Use Contract. This agreement will be completed every year.

System users at School have no right to privacy and should have no expectation of privacy in materials sent, received, or stored in School-owned computers or on the School network. All communications (including email) and information accessible via the network is School property. Messages relating to or in support of illegal activities may be reported to authorities. The technology coordinators/system administrator supervises the use of the network by students and school personnel. He/she has access to all files and email and may authorize access as necessary.

Security on our computer system is a high priority. Anyone with reason to suspect a security problem on the School network must notify an appropriate authority.

At School, the faculty and staff blend thoughtful use of computers and Internet throughout the curriculum and provide guidance and instruction to students in their use. The School provides controls and filtering protection on the School's network. Outside of School, families bear responsibility for the education and monitoring of their students in Internet and computer usage much as they do with television, telephones, radio, movies, and other media. The School may not be held responsible for users' intentional misuse of the Internet or equipment.

## Acceptable Computer and/or Internet Use

- The School's technology is meant for educational purposes: classroom instruction, research, and/or approved projects. In order to accomplish these goals, the School's computers may be used for accessing research databases and libraries of information in the form of text, graphics, photographs, video, and sound, as well as for interacting and collaborating with others.
- Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) being polite, using appropriate language, properly citing and/or obtaining permission for all information from research sources when the information used from those sources is included in a work as a direct quote or paraphrase.

Unacceptable Behaviors must be promptly reported to the Principal or his/her designee. These include, but not limited to the following:

- Refusing to abide by the generally accepted rules of network etiquette as mentioned above.
- Attempting to log on to the School network or the Internet using a user ID/password other than his/her own. Sharing passwords or trespassing in other's folders, work or files.
- Sending any written comment or picture that is malicious regarding another student or individual. All forms of e-communication harassment of any kind, unfounded accusations, derogatory remarks, confidential information or promotion of illegal or immoral behavior.
- Sending and receiving of any material in violation of any national, state or local regulation. This includes, but is not limited to, copyrighted, threatening or obscene material.
- Using School name or logo on personal websites. The School discourages revealing personal information on the Internet and can make no guarantees of privacy or security when the user shares personal information on non-secure web sites.
- Publishing information on the Internet, such as blogging, that brings discredit to the School (whether on or off School premise)
- Non-School related social contacts between faculty/staff and students.
- Any access of inappropriate materials that are offensive graphically or display unlawful messages, obscene, discriminatory, harassing, threatening, and/or illegal content or downloading/installing unapproved software.
- Damaging/vandalizing computers (including the uploading or creation of viruses), systems, networks or any peripherals, attempting to gain access to unauthorized sources, attempting to harm or destroy data of another user, or attempting to circumvent protective security software.
- Using the network in any way that will limit or disrupt network use or attempting to alter School system settings or data.
- Using the network for political or commercial purposes such as endorsing political candidates or selling items or services.
- Assisting others in violating any of these policies.

- Abuse or fraudulent use of the computer system, network or Internet not specifically mentioned.
- Accessing personal email, chatting, instant messaging, or use of social media sites without permission of a teacher or administrator.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the computers and Internet.

USER (students in grades 5 – 8)

I understand and will abide by the Technology and Internet Acceptable Use Policy. I further understand that any violation of this agreement is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and disciplinary action, and/or appropriate legal actions may be taken.

USER's Full Name (please print): \_\_\_\_\_

User's Signature: \_\_\_\_\_ Date \_\_\_\_\_

PARENT/GUARDIAN

As the parent or guardian of this student, I have read and agree to the Technology and Internet Acceptable Use Policy. I understand that this access is designed for educational purposes. The School has taken precautions to eliminate inappropriate material. However, I also recognize it is impossible for the School to restrict access to all inappropriate materials, and I will not hold it responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child.

Parent/Guardian Full Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Student Handbook 2016-17**

Please carefully read the All Saints Catholic School Student Handbook. The handbook can be found on the school website ([www.allsaintsric.org](http://www.allsaintsric.org)) under the Parent Info Tab. Once read, please sign below and return this form to the school office.

If All Saints Catholic School's Academic and/or Behavioral standards are not complied with, or if the parent/guardian interferes or impedes the educational mission of the school, administration, or the teaching staff, and cannot follow the school policies, the student(s) will be asked to leave.

I have seen and read the 2016-17 Student Handbook in its entirety and have discussed it with my child/children. My signature below indicates that I agree to abide by said policies.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Media Release**

I hereby give permission to allow publication in print or electronically my child’s creative efforts including stories and artwork, my child’s image without his or her name and my child’s name without his or her image. I grant All Saints permission to use photo/video likenesses of my child without his/her name. I understand the following vehicles may be used to disseminate the information: school website, the school’s social media channels, other admissions/marketing materials, mass media coverage, and conference presentations.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Parent Directory**

I hereby give my permission for my name, address, phone number and email address to be published in a School Parent Directory. YES \_\_\_\_\_ NO \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Personal Digital Devices**

**eReaders**

Students in 3<sup>rd</sup> through 8<sup>th</sup> grades have permission to bring any tablet eReader to class for the express purpose of reading. Examples include a Kindle, Nook, iPad, iPod, or Android tablet.

- Students are responsible for their own device. The school is not responsible for its storage, charging, labeling, or maintenance.
- Students are not allowed to access the internet on their eReader. Any books must be *pre-downloaded* from home.
- eReaders are for reading only. Using the devices for other purposes during the school day may result in the loss of privilege. *Pre-downloaded* games and apps may be allowed during after-school time at the discretion of the after-school care leader.

**Cell phones**

Students are discouraged from bringing cell phones to school. Calls home may be made from the school office if necessary. Cell phones brought to school will be collected in homeroom (house) in the morning and returned at the end of the day. The phones will be stored out-of-sight; however, the school is not responsible for your child’s phone. Phones in use without permission, both during and after school, will be removed from the student’s possession and returned only to the parent. The student will be subject to disciplinary action as described in the All Saints Student Handbook.

I understand and agree to the terms outlined above regarding eReaders and cell phones. I accept the risk(s) associated with allowing my child to bring his/her own eReader or cell phone to school.

Parent/Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_