

Internet Acceptable Use Policy Catholic Schools Office Archdiocese of Cincinnati

Mission Statement of the Archdiocesan School Office

The Catholic Schools Office of the Archdiocese of Cincinnati is dedicated to the teaching mission of the Catholic Church through service and leadership to the schools of the Archdiocese. We proclaim the Gospel of Jesus Christ and promote the ideals of message, community, and service. We encourage, support, and challenge school administrators in their ministry and management. We provide assistance, information and direction for the enhancement of quality education in our Catholic schools which strive to instill values for a lifetime.

Mission Statement of the Ohio Interdiocesan Technology Project

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language. We propose to make use of the most effective, most powerful means to communicate the integrations of faith and culture, which is at the center of Catholic values and education.

Pastoral Instruction Document

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education.

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world. . ." *Aetatis Novae*, #2, #3; Rome, 1992.

General Information for Internet Users

The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through the Data Acquisition Sites located throughout the state. This project was funded by the Legislature of the State of Ohio as a valuable educational resource for the Catholic educational community.

Catholic schools are using new technologies, electronic resources, and Internet access to enhance student learning and to provide a quality educational experience for all students. Internet access in the schools is strictly limited to education use and is teacher supervised.

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

In order to assure the proper use of Internet accounts and resources, it is necessary that all users (and also their parents, if the user is a student under 18 years of age) sign the attached agreement before the user is allowed to access the Internet at school.

POLICY

Account Information

Student and adult* access of the Internet with either school accounts, school-sponsored accounts, or adult personal accounts in the school setting is strictly limited to educational purposes. In cases where remote access using a school account or school-sponsored account is available, the access is still limited to educational use. Acceptable use may further be governed by the policies of the Data Acquisition Sites or other Internet service providers. Students, including those 18 and over, are not permitted to access personal accounts at school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to the provisions of this policy.

*the term "adult" does not include those students who are 18 years of age or older.

School Responsibility

It is the school's responsibility to maintain contact with the Internet provider, assure educational use not open access of the Internet, provide for teacher in-service opportunities, address security and discipline issues, supervise student access and guard against the access of objectionable material.

User Responsibility

Each account user is responsible for all the information that is sent and received under his/her account. Passwords are to be guarded and not displayed or shared with others. In addition, the user must strictly adhere to the copyright laws and unethical and/or illegal activities will not be allowed. Internet accounts will be revoked for those who violate the educational intent of Internet access.

Online Conduct

The user agrees not to submit, publish or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive or otherwise illegal material; nor shall the user encourage the use, sale, or distribution of controlled substances. Any use in violation of any local, state, or federal law is also prohibited and is a breach of the terms and conditions of this policy. Also, any commercial use is strictly forbidden.

Disciplinary Action

Disciplinary action for inappropriate use of a Internet account will result in loss of Internet privileges for a period of time determined by the school personnel authorized to make such determinations. In certain cases, if the inappropriate use also violates other school or archdiocesan policies, further disciplinary measures may be taken.

Agreement Form

The attached Internet User Agreement Form governs the user's access of the Internet resources with a school account, school-sponsored account, or adult personal account accessed with school equipment and/or on school premises. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet access as stated in this Internet Acceptable Use Policy and will not hold the school, its personnel and/or the Archdiocese of Cincinnati or any of its personnel liable in the event of breach of this policy by the user.

Note: The Archdiocese of Cincinnati reserves the right to modify this policy as needed.

St. Gertrude School Technology Policy

Summary

The St. Gertrude School Technology Policy is comprised of three parts

- The Catholic Schools Office Internet Acceptable Use Policy
- The St. Gertrude School Technology Agreement
- The User Agreement Form

It is imperative that parents and students read these documents carefully before signing the User Agreement Form.

The Catholic Schools Office Agreement Form

- Offers general information regarding DA Sites
- Assures users that ever necessary precaution regarding Internet Safety is being taken at the Archdiocesan and School level
- Reminds users that the Internet is to be used explicitly for educational purposes
- Reminds students that they are not permitted to access personal accounts from school
- Outlines behaviors not acceptable with school-sponsored accounts, including the submission, display or publication of inappropriate material
- Recommends disciplinary policies for schools in the event of inappropriate use of the Internet

The St. Gertrude School Technology Agreement

- Reminds students that the use of technology is for educational purposes
- Reminds students that they should not download files or programs from the Internet
- Reminds students that they should not change settings on school computers
- Reminds students that the use of other technology at school should be used only after each student has been trained to use the equipment

The User Agreement Form

- Should be read over carefully
- Should be signed by each student and at least one parent
- Should be returned to school as quickly as possible
- Will be kept on file for one year

St. Gertrude School Technology Agreement

Definition

Technology includes the use of such electronic resources as computers, the Internet, videos, laser discs, sounds systems, and other media devices. (*St. Gertrude School Technology Plan, 1999.*) This also includes digital cameras, video projectors, and video cameras.

Premises

- Technology is not an end in itself but supports the school curriculum
- Students should be proficient in the use of computers as a means of acquiring greater knowledge
- Students should exhibit Christian values in the use of all technology, especially honesty and responsibility (*St. Gertrude School Technology Plan, 1999*)

Specific Items

- Students should access the Internet only when specifically instructed to do so by a teacher, staff member, or administrator
- Students may not access personal email from school. Students may not use instant messaging systems of any kind while at school
- Students may not download programs or files from the internet unless specifically instructed to do so by a teacher, staff member, or administrator
- Students may not change settings on school computers, including screen savers, wall paper, and mouse speed or appearance, unless specifically instructed to do so by a teacher, staff member, or administrator
- Training on the use of the digital camera, video projector, and video camera by the Technology Coordinator or Principal, must precede use of such items by students.

Consequences

Any breach of this agreement or of the Internet Acceptable Use Policy will be dealt with fairly, at the discretion of the teacher and the Principal or her designee.

St. Gertrude School Technology User Agreement Form

Please read Part VII, Sections A. and B. of the St. Gertrude School Family Handbook carefully. It is very important that you **read these sections pertaining to Acceptable Internet Policy Use with your student.** Then sign below and return this form to school. Students will not be permitted to use the Computer Lab or the classroom computers until this form has been returned.

We, the undersigned have read each of the attached documents and
(please check to indicate YES)

_____ We understand the terms and conditions of the Internet Acceptable Use Policy and the St. Gertrude School Technology Agreement as stated in the Family Handbook and on the St. Gertrude website

_____ We agree to abide by the terms and conditions stated in the Internet Acceptable Use Policy and the St. Gertrude School Technology Agreement. Additionally, we will be responsible for the consequences of inappropriate use of the Internet or other resources which may result in the suspension or revocation of my Internet privileges.

_____ We have read the school information and rules stated in the St. Gertrude School Family Handbook

_____ We agree to abide by the terms and policies stated in the St. Gertrude School Family Handbook

Further:
(Please check to indicate YES)

_____ We agree to allow pictures of our children to appear on the St. Gertrude School website. We know that these pictures will never be accompanied by names.

_____ We agree to allow the names of our students, first names and last initials only, to appear on the St. Gertrude School website.

Family Name _____

Student Signature _____ grade _____

Student Signature _____ grade _____

Student Signature _____ grade _____

Student Signature _____ grade _____

Student Signature _____ grade _____

Parent Signature _____

Date _____