STUDENT ACCEPTABLE USE POLICY St. Francis of Assisi Catholic School,

Grades K-6 Diocese of Lansing

The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools of the Diocese. The primary purpose of St. Francis of Assisi School's (SFA) network is to support students and teachers in the process of teaching and learning in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. The network provides a wide range of computing resources, including software, hardware, and Internet access, some of which are accessible on and off campus and are the property of SFA School.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this School. In order to maintain the integrity and security of the school's infrastructure, it is crucial that students adhere to certain policies in the use of the network.

In exchange for the privilege of using the SFA network, members of the SFA community agree to accept the responsibilities outlined in this document and are expected to behave in accordance with the policies and procedures outlined in the St. Francis of Assisi School Handbook. Any violation of the following rules will be resolved using the school's regular disciplinary procedures. When applicable, law enforcement agencies may be involved.

School Responsibilities

1. Provide supervision and monitoring of students' computer use to assure student compliance of the acceptable use policy.

2. Provide faculty and staff guidance to aid students in research and using the Internet safely.

3. Provide Internet access to students.

4. Provide data storage areas through the SFA network server. SFA School reserves the right to review, monitor and restrict information stored on or transmitted via SFA School owned equipment and to investigate inappropriate use of resources. Absolute privacy and security of files and electronic communication should not be assumed.

Student Responsibilities

1. Respect and protect their privacy and the privacy of others.

   a. I will not view or use other people's folders, files or work without their permission.
   b. I will not record any personal information, such as my name, address, etc., about myself or anyone else on an Internet site.
   c. I will not view, use, or copy passwords, data, or networks for which I do not have permission to use.

2. Respect and protect the integrity, availability, and security of all electronic resources.

   a. I will respect and show proper handling of all equipment, hardware and software.
   b. I will not attempt to by-pass securities in place on computers, or change computer settings.
   c. I will not install software or alter hardware or software configurations.

3. Respect and protect the intellectual property of others.

   a. I will not violate copyright laws. If I am unsure as to whether or not a copyright law is being violated, I will ask a teacher or staff member.
   b. I will not represent other people's work as my own (plagiarism) or other forms of cheating.

4. Respect and practice the moral principles of the parish and school community.

   a. I will not use a computer or hand-held device to harm other people or their work.
   b. I will not view, send or display offensive messages or pictures, or harass others in any way.
   c. I will not view Internet sites that are not directly related to my classroom curriculum or approved by my teacher.
   d. I will not participate in chat rooms, instant messaging or access personal email (unless the email is for the transfer of school work) from any school computer.
   e. I will tell an adult immediately if I see violations of these rules.
   f. I understand that all electronic files are subject to review by the administration.

SFA School will not be held responsible for the actions of a student who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss of data or interruptions of service, the accuracy or quality of information obtained through the school's system, or any financial obligations arising through the unauthorized use of the school's computer resources.

Please keep this policy for your records, and sign and return the agreement form on the following page. Students will not be granted access to the SFA network until this form has been signed and returned.

Administration holds full rights for consequences of all violations.

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Access is a privilege, not a right. Access implies responsibility.

I have read (or it has been explained to me) the St. Francis of Assisi School's Acceptable Use Policy and will conduct myself accordingly.

_____
Student Name (please print)

_____*Student Signature*

_____   _____
Homeroom   *Date*

I have read the St. Francis of Assisi School's Acceptable Use Policy and will support its implementation

_____*Parent/Guardian Signature*   *Date*

PERMISSION FORM FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK St. Francis of Assisi Catholic School   Diocese of Lansing

We understand that our child's work, writing, projects (including videos) may be published on the school's web page, a classroom blog managed by a teacher, or the school's wikispaces site. We further understand that no last name, home address or home telephone number will appear with such work. I grant permission for the World Wide Web publishing. I may withdraw permission in writing at any time.

_____
Student Name (please print)   *Homeroom*

_____
Parent/Guardian Signature   *Date*