

ST. MARTIN OF TOURS SCHOOL TECHNOLOGY RULES, POLICIES, AND AGREEMENTS

SCHOOL POLICY ON STUDENT ACCESS TO THE INTERNET: As all of our schools and classrooms become linked to the Internet, a world of educational opportunity awaits our students. On the other hand, some material on the Internet espouses ideas that are directly opposed to our Catholic beliefs. Therefore, schools need both to train students how to reject these ideas and develop policies on the appropriate use of electronic communications in the school. Below is the policy developed by St. Martin of Tours School, Los Angeles, under the leadership of its principal Cecile Oswald.

POLICY: All electronic communications to or from St. Martin of Tours School shall reflect the Christian principles upon which the school is founded, in support of its educational goals.

RATIONALE: Internet access is now available to staff and school students at St. Martin of Tours School. We believe that Internet offers vast, diverse and unique education resources to our community. Our goal in providing this service to staff and students is to promote educational excellence by facilitating communications and leading our community toward effective living in the Global Village.

The Internet is an electronic highway connecting thousands of computers all over the world, as well as, millions of individual subscribers. The staff and students have access to electronic mail, information from NASA and other library and research institutions, and public domain and resources on many topics. Some of the material available is of doubtful educational value in the context of the school setting. St. Martin of Tours School has taken reasonable and prudent precautions to restrict access to controversial materials. An adult supervisor will be present at all times during student use. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. Additionally, all forms of communication have an ethical dimension, requiring guidelines which meet standards of Christian behavior, even beyond legal obligations.

St. Martin of Tours School will instruct its staff and students in the ethical use of electronic communications, as part of its regular curriculum. The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards and provisions by a St. Martin of Tours School staff member, student, or an assisting parent, will result in consequences, including but not limited to: permanent cancellation of computer access privileges at St. Martin of Tours School, suspension, and/or legal action when the activity is illegal. The signatures affixed to this document are legally binding, and indicate that those who signed them have read and understand the terms and conditions, and will abide by them. Parents may also elect to restrict their student from all use of the Internet.

The principal will deem what is inappropriate use, and her decision is final. There is no appeal process. The principal may close an account at any time. St. Martin of Tours School, the Archdiocese of Los Angeles, and its cooperating agencies make no warranties of any kind, whether expressed or implied, for the service it is providing, and will not be responsible for any damages (including loss of data from delays, non delivery, misdeliveries, or service interruptions, for whatever cause, or accuracy of information received over the Internet.) Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Currently, there will be no charge for staff or student use of Internet at the school site. However, this is subject to change with 24 hours notice. When the account is established, the user will be notified of his/her login name and user password.

STANDARDS OF BEHAVIOR FOR INTERNET USE

- 1) Staff and students will use their accounts only for activities in support of education and research, consistent with the educational objectives of St. Martin of Tours School.
 - a) No accounts may be accessed from home without written permission from the administrator. Other person's accounts may not be used. The account may be used only for school related activities. Academic honesty requires proper citation of sources, including electronic sources.

- b) Users are expected to abide by the generally accepted rules of network and interpersonal etiquette. Therefore, vulgarities, swearing or use of language, and dishonesty is prohibited. Disruption of the network for other users is prohibited (for example, chain letters).
 - c) Security problems must be promptly reported to the supervising adult. Users may not demonstrate the problem to other users, or use others accounts. Users will notify the supervisor immediately if any individual is trying to contact him/her for illicit or suspicious activities.
 - d) Users shall not reveal their personal home address, phone number, or personal information about anyone else. Users personal identifier on any E-mail must use the school address only.
 - e) Vandalism will result in immediate cancellation of privileges and disciplinary actions. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or making equipment or software alterations, and uploading or creation of computer viruses. No software of any kind may be brought from home for use in any school computer. (All school software must be properly purchased or donated, including licenses).
 - f) Students may not create "home pages" or directories. Student work will be published only under the direction of the supervising teacher.
2. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
 3. Transmission of commercial information, advertising or political lobbying is prohibited.
 4. Use of the account by anyone other than staff or students or authorized persons is prohibited (including spouses, parents, guardians or other relatives)

****The policy, rationale and behavior standards above should be kept by the signers for future reference**

****The contract that follows is to be signed by all parties concerned, and returned to be kept on file in the school offices, prior to any Internet usage of staff or student**

STUDENT CONTRACT

In return for the privileges of Internet access and computer use, I understand and will abide by the above terms and conditions. I further understand that any violation of the aforementioned regulations is unethical, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.

STUDENT NAME _____ Date _____

HOME ADDRESS _____

HOME PHONE _____

PARENTS' OR GUARDIANS' CONTRACT

As the parent or guardian of this student, I have read the Terms and Conditions for Internet Access and computer use. I understand that this access is designed for educational purposes, and that St. Martin of Tours School has taken reasonable precautions to eliminate controversial materials. I will hold my student responsible for any materials acquired on the network. I give permission to issue an account from my child, and certify that the information contained on this form is correct. As parent or guardian, I may withdraw my permission at any time, and the student's account number will become inactive within twenty-four hours (one full school day). I understand that St. Martin of Tours School staff may also cancel my student's account at any time for any reason.

STUDENT NAME _____

PARENT NAME (print) _____

PARENT/GUARDIAN SIGNATURE _____ Date _____

PARENTAL OR GUARDIAN REFUSAL OF CONSENT

I have read the above information and contract. I DO NOT wish my student named here to have personal access to the Internet. I understand that this will not of itself affect his/her grades or other standing in the school.

STUDENT NAME _____

PARENT NAME (print) _____

PARENT/GUARDIAN SIGNATURE _____
Date _____