SAINT LAWRENCE CATHOLIC SCHOOL
ACCEPTABLE USE OF TECHNOLOGY POLICY

Saint Lawrence Catholic School (SLCS) offers Internet access to our students and staff. Use of the Internet for educational purposes will assist in identifying resources, gathering information, and developing technical skills.

It must be made clear, however, that even though use of the Internet will be supervised, and areas of the Internet will be blocked by a firewall, we cannot completely guarantee that a students/staff will not be able to access information that might be considered objectionable. Therefore, it is imperative that both students and their parents, as well as staff members, be aware of each individual student's responsibility for ethical and appropriate Internet use. All computer users are expected to behave responsibly while using school computers and networks. Technical resources are provided to help meet informational needs within the context of teacher-planned assignments and school sponsored activities. Access to these resources is a privilege, not a guaranteed right. It is permitted only on the condition that users agree to act in a responsible manner. School staff reserves the right to suspend or terminate the use of the Internet by any person who violates these policies. Similarly, Internet use is subject to all policies and regulation that govern student behavior in other school activities.

The purpose of Internet access is to promote the exchange of information, to further education and research and to be consistent with the mission of SLCS. School Internet connections are not for private or commercial business use or political purposes. Any use of SLCS computer networks for illegal activity is prohibited.

A. Educational Purpose
1. The SLCS computer networks have been established for limited educational purposes. The term "educational purposes" include classroom activities, career development, and limited high-quality self-discovery activities.
2. The SLCS computer networks have not been established as a public access service or a public forum. SLCS and its designees have the right to place reasonable restrictions on the material accessed. It is expected that all persons will follow the rules set forth in the Family Handbook and the law in the State of Indiana regarding use of the Internet while attending SLCS.
3. SLCS Internet connections cannot be used for commercial purposes. Users may not offer, provide, use or purchase products or services through SLCS computer networks.
4. SLCS computer networks may not be used for political lobbying. SLCS computer networks may be used to communicate with elected representatives and to express opinions on political issues.

B. Student Internet Access
1. All students who have parental and teacher permission will have access to the Internet via one or more of the following: the classroom computers, the Media Center computers or handheld devices such as iPads.
2. Accessing e-mail, social media networks such as Facebook, instant messaging, visiting chat rooms, and posting on message boards are not permitted.

C. Unacceptable Uses
1. **Personal Safety**
   a. Personal contact information may not be posted. This includes address, telephone number, school address, work address, SSN, etc.
   b. Meeting someone or contacting someone online without parent/guardian's approval is not permitted.

c. Disclose to teachers or other school employees any messages received that are inappropriate or confidential in nature.
d. Should a network user transfer a file, shareware, or software that infects the Network with a virus and/or causes damage, the network user will be liable for repair costs to make the network fully operational, and may be subject to disciplinary measures.
e. The misuse of computer equipment is not allowed, and may be grounds for loss of access privileges and/or disciplinary action.

2. **Illegal Activities**
   a. Do not attempt to gain unauthorized access to the Internet or to any other system through SLCS computer network or go beyond the authorized access. Attempting to log in through another person's account or access another person's files is illegal.
   b. Deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means are illegal.
   c. Do not use the Internet connection at any SLCS computer network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, conspiring, etc.

3. **SLCS Computer Network Security**
   a. Users are responsible for their account and should take reasonable precautions to prevent others from being using their account. Under no conditions should a password be given to another person.
   b. Immediately notify a teacher or the system administrator if a possible security problem has been identified. Do not conduct your own search for security problems, as this may be construed as an illegal attempt to gain access.
   c. To avoid the inadvertent spread of computer viruses, users will only download programs with the express permission of the teacher or other SLCS employee or their designee.
   d. The user is responsible for making a backup copy of any critical documents.

4. **Inappropriate Language**
   a. Do not post information that could cause damage or a danger of disruption.
   b. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
   c. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. Users must stop communicating when instructed.
   d. Do not knowingly or recklessly post false or defamatory information about a person or organization.

5. **Respect for Privacy**
   a. Users will not re-post a message that was sent privately (outside school) without permission of the person who sent the message.
   b. Do not post private or embarrassing information about another person.

6. **Respecting Resource Limits**
   a. SLCS computers are to be used only for educational and career development activities and limited, high-quality, self-discovery activities.
   b. Users will not download large files unless absolutely necessary, and only with permission from a teacher or SLCS designee.
   c.
7. **Plagiarism and Copyright Infringement**
   a. Do not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
   b. Respect the copyright owners. Copyright infringement occurs when a work that is protected by a copyright is inappropriately reproduced. If a work contains language that specifies appropriate use of that work you should follow the expressed requirements. If unsure whether the work can be used or not, request permission from the copyright owner. If there are questions, ask a teacher.

8. Inappropriate Access to Material
    a. Do not use the SLCS computer networks to access material that is profane, pornographic or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of the access is to conduct research and both the teacher and parents/guardians have approved.
    b. If inappropriate information is mistakenly accessed, immediately report the incident to a teacher or another SLCS employee immediately.
    c. SLCS connections have a firewall and URL & content-based software to help protect users from inappropriate material. Teacher supervision also helps to protect you.

D. Limitation of Liability
SLCS makes no guarantee that the functions of the services provided by or through SLCS system will be without defect. SLCS will not be responsible for any damage the user may suffer, including but not limited to, loss of data or interruptions of service. SLCS is not responsible for the accuracy or quality of the information obtained through or stored on the system. SLCS will not be responsible for financial obligations arising through the unauthorized use of the system.

E. Personal Responsibility
When using a SLCS Internet connection, it may feel like the user can easily break a rule and not get caught. Please remember that whenever the user does something on a network, "electronic footprints" are left. Your online actions can be traced at a later point.

F. Network Etiquette
1. Be polite. Abusive or inappropriate messages to others are prohibited. Using programs that harass SLCS users or infiltrate a computing system and /or damage the software components are prohibited.
2. Use of SLCS connections to intentionally access objectionable material is prohibited.
3. Make the most efficient use of network resources to minimize interference with others.
4. Any use of SLCS connections that accesses outside resources must conform to their "Acceptable Use of Technology Policy".
5. Subscriptions to list servers, bulletin boards, and online services are prohibited.
6. The user is expected to abide by the generally accepted rules of network and internet etiquette.
7. Do not reveal personal information online.
8. Do not use the network in such a way that the user would disrupt the use of the network by other users.
9. All communications and information accessible via the network should be assumed to be private property.
10. As the rules and guidelines for network etiquette evolve, users are responsible for understanding and abiding by the accepted rules of the Internet.

G. Conclusion
The use of SLCS computer networks/Internet is a privilege, not a guaranteed right.

Inappropriate use of that connection may result in cancellation of those privileges. Interpretation, application and modification of this Acceptable Use of Technology Policy are within the sole discretion of Saint Lawrence Catholic School. Any questions or issues regarding this policy should be directed to the school principal.

Violation of any conditions of use described here can be cause for disciplinary action.