



ST. MARY'S SCHOOL
ACCEPTABLE USE POLICY 2016-2017
For Internet, Equipment, Software & Technology
Communications
One form per student must be on file in school office by
August 18, 2016.



The Diocese of San Jose recognizes that technological resources can enhance performance by offering effective tools to assist in providing a quality instructional program, facilitating communications with parents/guardians, students, and the community, supporting school operations, and improving access to and exchange of information.

Some material accessible via the Internet may contain items that are illegal, defamatory, or potentially offensive to some people. We require that students and parents read, accept, and sign the following rules for acceptable on-line behavior:

1. Students are responsible for good behavior on the Internet just as they are in a school building. Computers, tablets, or other network resources, must be used in a responsible manner, respecting the rights of others, and taking care with use of the equipment. School equipment may not be used for any fraudulent or unlawful purpose, including any activities prohibited under any applicable school policy, federal, state, or local laws. General school rules for behavior and communications apply.
2. To ensure proper use, the school Principal or designee may monitor usage of technological resources, including the accessing of internet usage, email and stored files. Monitoring may occur at any time without advance notice or consent. Administration may review files and communications, at any time without prior notice, to maintain system integrity and ensure that users are using the system responsibly. Inappropriate use may result in revocation of school issued equipment, a cancellation of user privileges, disciplinary action, and/or legal action in accordance with school policies, law, and administrative regulation.
3. Students shall be responsible for the appropriate use of technology and shall use the school technological resources primarily for purposes related to their education. Computer files and electronic communications, including email, chat messages, VOIP calls, video correspondence, web communication, and voice mail are not private. Technological resources shall not be used to transmit confidential information about students or school operations without prior authorization.
4. Viewing pornography, or sending pornographic jokes or stories via email, is considered sexual harassment and will be addressed according to our sexual harassment policies and, if appropriate, reported to legal authorities. The Diocese of San Jose owns any communication sent via email or that is stored on school equipment. Administration and other authorized staff have the right to access any material in your email or on your equipment at any time. Do not consider your electronic communication, storage, or access to be private if it is created or stored at the school or on school-owned equipment.
5. The following are not permitted:
 - Creation, downloading, viewing, storage, copying, or transmission of offensive messages or images
 - Cheating
 - Use of obscene or offensive language
 - Harassing, insulting, attacking or defaming others
 - Trespassing in another's correspondence, folders, work, or files
 - Activity that interferes with legitimate access to other networks or systems
 - Initiating or participating in illicit network activities, including but not limited to: hacking, network attacks, spoofing, network monitoring, spreading of viruses and sabotage
 - Participation in the downloading and/or distribution of music, images, software or electronic media protected by copyright laws
 - Pursuit of private commercial business activities or profit-making ventures (e.g., student and parents may not operate a business or pursue non-school employment activities with the use of the school's equipment, computers or Internet resources). This includes any compensated, outside employment.
 - False identification of an individual's title and/or name of a school when using a social networking site, blog, wiki, video or other file sharing site, or other Web site or Web service for personal reasons. Such use might give the false impression that an individual's personal communication represents the school.
 - The use of school resources for engagement in unauthorized charitable fundraising or solicitation of volunteers for fundraising.

I have read and reviewed the Acceptable Internet Use Policy for Students and fully intend to comply with its content. Should I violate these rules, I understand my privilege to use school resources may be revoked at any time. I understand that the Internet, e-mail or other technological services are designed for educational purposes only. I also understand that it is nearly impossible for the school to restrict access to controversial materials.

Therefore; I will not hold the Diocese of San Jose, or any of its representatives, responsible for or legally liable for materials distributed to or acquired from the network. I also agree to report any misuse of the information system to the system administrator or teacher.

This policy may be supplemented by guidelines established within school policies. It also may be supplemented by Web content filtering or other automated procedures that may restrict access to selected Web sites.

This agreement shall be in effect between the user and the Diocese of San Jose for the duration of the student's enrollment at a diocesan school. Non-renewal of the agreement does not release the user from the obligations of their most recently signed agreement.

Student's Name (PRINTED)	Student's Signature	Date
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Parent/Guardian's Name (PRINTED)	Parent/Guardian Signature	Date
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