

Our Lady of the Presentation Catholic School
Acceptable Use Policy
Revised 2019

Using computer resources is a privilege offered to students each academic year. This privilege can be taken away at the discretion of the Administration or Technology Staff. Access to technology is provided for students to use as educational tools for research, school work, and communication. Students are expected to act in a considerate and responsible manner when using technology. This policy is intended to promote digital citizenship and a safe, productive use of technology offered by OLP School.

Our Lady of the Presentation desires to provide the opportunity for all students to research and access information and communication via a computer for use of the Internet. It is also OLP's desire that all parents be informed as to what this entails and provide such access to students with parental permission only.

The softwares used by Our Lady of the Presentation is Sonic Wall, Barracuda and Google Management which blocks and filters many different categories including objectionable language, sex, explicit and questionable art/photos, hate/intolerance items, extensions and a number of settings the school can select. While Our Lady of the Presentation will monitor use by its students and staff, and while programming is installed on every computer for filtering purposes, students sometimes choose to misdirect their energies by searching for inappropriate materials. Attempts to access blocked content are logged and e-mailed to Network Administrators and the Administration. Students are expected to comply with all school and classroom policies and standards for use of property, including computers and Internet access, as they would any other property of Our Lady of the Presentation.

Individual student conduct is expected to be maintained in an appropriate manner as determined by the teacher and Our Lady of the Presentation. Students are to obtain permission to print materials from staff. Use of computers, network, Internet, etc. is a privilege, and as such can be terminated or suspended for misuse at any time. Information accessed, sent or read on any Our Lady of the Presentation's systems is public in nature and students are advised never to access or participate in any materials or activities on these systems that they would not want parents or teaching staff to access. School administration reserves the right to insure student appropriate use by inspection. No students will be permitted to copy programming from or on to any Our Lady of the Presentation computer or BYOD device.

No student of Our Lady of the Presentation shall engage in activities that include inappropriate materials or language (no profane, abusive or impolite language should be used to communicate). In addition, materials that are not in line with the rules of school behavior should be avoided as well. If such materials are encountered by accident, the following should take place immediately: 1) shut monitor off or close personal device immediately and do not turn back on; 2) raise hand and report to the teacher quietly. OLP wants your child's technology experience and training to be a positive one. We believe that all students need to be technology literate and that it is a tool that enhances their classroom learning. Understanding the guidelines will help this happen for all Our Lady of the Presentation students and staff.

Internet Access: The OLP network is a secure network available only to faculty, staff, and students. OLP believes that the benefits from access to the Internet as an information resource and opportunity for collaboration far exceed the disadvantages. Ultimately, parent/s or guardian/s of minors are responsible for setting and conveying the standards that their children should follow. Therefore, every student must read this Acceptable Use Policy with his/her parents, agree to the terms of this policy, and obtain parental permission in order to use technology resources at OLP. There is a lesson/session with students at the start of each school year to review the AUP policy.

Privacy/Student Data: Although each student has his/her own OLP user account and Google files, they are not private and are owned by OLP School. The Administration and Technology staff have the right to view and/or modify any information stored by student account holders, with or without prior notice. Information stored, including email communications, which contain unacceptable, inappropriate, or illegal content, may be used in disciplinary proceedings with students.

Acceptable Use:

Network access and daily use of accounts is a big responsibility. Students who receive password-protected accounts are fully responsible for all activity that occurs on their assigned account, whether or not the account holder committed the action. Students must use only their own account and should not give their passwords to others or allow others to use their accounts. Users are responsible for reporting problems, cases of abuses, or the misuse of technology resources. Responsible use of OLP's technology resources requires students to be ethical, courteous, and honest in a way that aligns with the mission of the school.

The following activities are deemed unacceptable by the Administration. Some actions are not only inappropriate but expressly prohibited by law. Such actions may include but are not limited to:

- *Intentionally downloading, displaying, or sending pornographic, racist, or otherwise offensive material
- *Using obscene language, harassing, insulting, or attacking others
- *Damaging computers, accessories, supporting systems, or networks
- *Violating copyright laws through file sharing
- *Using others' passwords or sharing of passwords
- *Reviewing or modifying others' files without permission
- *Reviewing, modifying, or displaying files from administrative systems at OLP, OLP's website/intranet, or other organizations
- *Intentionally wasting limited resources including but not limited to downloading inappropriate or non-school related files
- *Non-school related gaming and game site viewing
- *Create, manipulate, or post images, audio, or video-related content of a student, teacher, staff member, or OLP event without permission
- *Students are prohibited from using OLP's name in conjunction with other schools, businesses, or brand names for web-based content related to academic projects, community involvement, or social networks
- *Sharing music, movies, or commercial content through BitTorrent or any other illegal file sharing platform
- *Attempt to share or launch non-approved software or operating systems on OLP owned

devices and servers

*The use of social networks without meeting specified age requirements

*Interrupting school Internet service or any related network resources

*The use of proxy servers or VPN services to bypass network limitations

Consequences of such actions may include but are not limited to:

1st Offense:

Detention

Loss of device for 2 days

2nd Offense:

Detention

Loss of device for one week

Meeting with Parent & Administration

3rd Offense:

Suspension (in-school, out-of-school) determined by Administration

Meeting with Parent & Administration

Repeated or severe infractions may result in more severe consequences as deemed appropriate by the Administration.

Limitation of Liability: OLP School reserves the right to filter content that is a distraction to instruction and learning. Students are responsible for bringing any questions about the acceptable use of technology to the Administration or Technology Staff. OLP takes every precaution to filter content that is deemed inappropriate. However, safeguards can never be fully without fault as live content on the web changes by the second. Violations of the OLP School Acceptable Use Policy may result in a range of sanctions, including but not limited to loss of access, suspension and expulsion.



Student Policy Rules Grades K-2--Please read to your student! 2020-2021

The following rules are for the protection of the individual student and safe use of school equipment. OLP may amend, modify or add additional rules and restrictions to this policy at anytime. Please read with your student and have them sign.

Rules

- I will only touch the computer to which I am assigned. I will tell the teacher if something goes wrong. I will always raise my hand and ask for help from the teacher. I will NOT try to fix a problem.
- I will share the classroom and lab computers.
- I will stay at the website that the teacher has assigned when on the internet.
- I will never tell my name, address or phone number to anyone or any website on the Internet.
- I will not use the computer to bully, embarrass or bother anyone.
- I will not type bad words or draw naughty symbols or pictures on the computer.
- I will not view, search or display inappropriate things.
- I will not use any language that would not be pleasing to God.
- I will let my teacher know if any computer rule is not followed.

Consequences

- I understand that if I do not follow the rules of technology, I might lose the right to use the computer.
- I understand that if I misuse the computer or any equipment on purpose, my parents may be asked to pay to fix it.

I understand that I must follow the above rules and be a good computer user. I understand that the computers at school are to be used as the teacher tells me. I must obey the rules of good manners and computer etiquette. I understand the consequences for not following the rules of this Policy.

Student Signature of Understanding _____

Parent Signature _____

Student Policy Rules 3rd-4th Grades: Please read to your student!



2020-2021

The following rules are for the protection of the individual student and safe use of school equipment. OLP may amend, modify or add additional rules and restrictions to this policy at any time. Please read with your student and have them sign.

Rules

- I will only touch the computer to which I am assigned. I will tell the teacher if something goes wrong. I will always raise my hand and ask for help from the teacher. I will NOT try to fix a problem.
- I will share the classroom and lab computers but not my username or password.
- I will stay at the website that the teacher has assigned when on the internet.
- I will never tell my name, address or phone number to anyone or any website on the Internet.
- I will give credit to the rightful owner in my projects for information I find on the Internet.
- I will not use the computer to bully, embarrass or bother anyone.
- I will not type bad words or draw naughty symbols or pictures on the computer.
- I will not view, search or display inappropriate material.
- I will not use any language that would not be pleasing to God.
- I will not try to get into my classmates accounts, documents or files.
- I know that teachers can see what I am doing and can look at my saved work on the computer at any time.
- I will let my teacher know if any computer rule is not followed.

Consequences

- I understand that if I do not follow the rules of technology, I might lose the right to use the computer.
- I understand that if I misuse the computer or any equipment on purpose, my parents may be asked to pay to fix it.

I understand that I must follow the above rules. I understand that the computers at school are to be used as the teacher tells me. I must obey the rules of good manners and computer etiquette. I understand the consequences for not following the rules of this Policy.

Student Signature of Understanding _____

Parent Signature _____

Grades 5-8 Student's Technology Code of Ethics 2020-2021

I WILL

- Use the computers at school how the teacher instructs me to do so
- Use the Internet to visit new places, museums, historical events, and learn more about the world.
- Use good judgment in visiting appropriate sites.
- Respect other people's privacy.
- Leave a website that makes me feel uncomfortable or that may be inappropriate and notify a teacher immediately.
- Be courteous and respectful in my messages to others.
- Use appropriate language.
- Use good judgment if inappropriate materials appear on the computer monitor, and make it my first (and immediate) action to shut off the monitor, minimize the screen OR close my device. The second action is to raise my hand and report to the teacher.

I WILL NOT

- Give out personal information on the web.
- Read other people's email.
- Communicate with people in unauthorized chat rooms.
- Steal or illegally copy programs or works that are copyrighted.
- Break or hack into computers, re-engineer or redesign other's work.
- Copy work from someone or somewhere else and pretend that it is mine. (I will not plagiarize.)
- Illegally post or distribute copyrighted works.
- Attempt to break through firewalls or filtering software.
- Visit websites that contain pornography, violent, or illegal behavior.
- Search for, view or display inappropriate images
- Trespass into or reconfigure/redesign others' accounts, files or work.
- Use others' username or passwords.
- Change settings on the school desktops or Chromebooks; icons, backgrounds, etc.
- Post private information about another person.
- Swear, use vulgarities, or any other inappropriate language.

Student Signature _____

*OLP AUP can be found in the Parent Handbook starting on Page 14 V.c. and on the school website.



Parent or Guardian Agreement 2020-2021

All students receive basic internet access. Students can access a limited list of sites that are used in direct instruction and assessment.

It is important for all students to have permission to use age appropriate online tools to start learning the skills needed for collaboration and problem solving. Safely providing a 21st Century education that will prepare your student for his or her future is our priority. To allow our students to learn how to use tools on the Internet requires a more robust access. OLP needs parent’s permission to create logins for age appropriate applications for students.

We ask that you review this Policy with your child and sign below.

I will instruct my child to use OLP’s technology in accordance with the rules and restrictions as stated. I will emphasize the importance of personal safety.

As the parent or guardian of _____ I hereby give permission for the Our Lady of the Presentation to allow the above named student use of the OLP’s networks including filtered access to the Internet, and to create accounts for Google Apps for Education and other school tools. I agree that my child/children must adhere to the OLP AUP Policy, or risk the loss of computer and/or Internet privileges.

Parent or Guardian’s Name (please print): _____

Parent Signature: _____

Date: _____