

August 23, 2011

Dear Parents, Guardians, Teachers and Staff of Queen of Angels Catholic School,

We are very pleased to provide our students and staff with access to the school's technology resources, which includes Internet access. Our school's telecommunications, electronic information sources, and networked services open classrooms to a broader array of resources that support and enrich our school's curriculum. Additionally, these resources assist communications, enhance productivity, and assist staff in developing new resources and tools for engaging their students in relevant learning activities.

While the Internet is an exciting resource tool, users must be aware that there are services and information available through the Internet that could be offensive and unsuitable for certain groups of users. Of additional concern, the procurement and maintenance involved in ensuring the security, viability and reliability of the resources are costly. For these reasons, Queen of Angels Catholic School has established the enclosed policy to communicate our procedures and safety measures to govern and guide the use of technology and to advocate the school community's responsibilities governing the use of the Internet and all electronic devices. To facilitate understanding of these rules of acceptable technology and on-line conduct and the responsibilities required by all parties, age appropriate pledges and/or permission forms are required to be signed for the privilege of independent use of the system and for class use of the Internet. Please note that this policy includes rules for acceptable electronic and communication use, and is applicable to both school and personal electronic property.

We ask for your assistance in developing responsible attitudes, reinforcing appropriate conduct, and observing security practices. We are confident that good practice and adherence to this policy, coupled with your support and guidance, will ensure that these digital resources provide rich, effective, and safe educational content and experiences. The practices and rules children adopt now will carry over to their outside and future experiences at home, while visiting friends and family, at the public library, and in their future schools or workplaces. Since these resources are encountered outside of school and the home, it is imperative that students learn about proper and safe usage through our combined efforts.

***Please read through the Acceptable Use Policy for a complete understanding of school and family responsibilities regarding this school policy. Please discuss the Policy with your children and return the signed permission forms and pledges to indicate your awareness of the policy. You may view the entire policy at anytime online at [www.queenofangelssch.org](http://www.queenofangelssch.org)***

Mrs. Linda Holsopple  
School Administrator

## TECHNOLOGY RESOURCE

### ACCEPTABLE USE POLICY AGREEMENT

#### INTRODUCTION

Access to technology resources is provided to members of the school community strictly in support of activities related to school and classroom learning. Access to equipment and network services is given to those members who agree to act in a responsible manner and in compliance with this Acceptable Use Policy Agreement. Students and staff are responsible for their conduct, actions, and communications when using personal and/or school technology resources. They are responsible for the appropriateness and content of material they store, transmit, or publish. General school rules for conduct and communication apply. Technology resources that are covered by this agreement include, but are not limited to, computers, servers, disk drives, printers, scanners, video and audio devices, cameras, software, switches, wireless access points, networked copiers, telephones, electronic science probes, cell phones, eBook readers, pagers and other electronic resources.

This Policy, and any subsequent policies, is designed to make technology available to the school community and promote the responsible and safe use of resources. Cooperation and adherence to this Policy is a condition of access to the aforementioned resources. Violation of this Acceptable Use Policy will result in disciplinary action, which may include removal of access or other applicable consequences, and may have significant legal consequences.

#### ACCEPTABLE AND UNACCEPTABLE USE

The Internet offers the capability for students and staff to access and share information on a global scale. The scholarly use of the Internet can provide our students and staff with a world-wide, diverse array of resources.

However, while the Internet is an exciting resource tool, users must be aware that there are services and information available through the Internet that could be offensive and unsuitable for certain groups of users.

#### **School personnel will use the following practices and precautions to help ensure that the use of technology is a safe, productive, and educationally rewarding experience:**

1. In the school setting, students will be given permission to access the Internet for teacher-sponsored activities only. Internet sites providing valuable educational content will be chosen by the teacher. The only chat room, discussion groups or social networking sites will be through private sites sponsored by the teacher, and involving authorized participants only. All other access to such sites is strictly forbidden. Email sent and received by students will be strictly for teacher-sponsored activities, with teacher-authorized senders and recipients. All other email and messaging services are forbidden to be used by students. All personal identification for students in such direct electronic communications shall not include their names or personal references, but shall be non-descriptive identifiers such as numbers.
2. When the Internet is used in real time, content filtering software will be utilized for blocking subjects, words or images that are deemed inappropriate.
3. Students will be instructed in the proper use of the Internet and practices that will limit inadvertent access to inappropriate information and will help them develop skills in evaluating sources of information, whether on-line, on TV or in hardcopy. Because students can link to sites other than those suggested and because teachers cannot be expected to monitor student use of the Internet at every moment, individuals must assume responsibility for their own appropriate use of the Internet according to this Policy.

### **Users agree to the following practices to ensure personal safety and well-being:**

1. The student agrees that all information transmitted through the use of school technology resources (e-mail, web page publication, and Internet postings) will be sent or received only under the direct, immediate supervision of the sponsoring school staff member and with the explicit permission of that staff member.
2. At school the user agrees never to transmit personal information (name, age, gender, photo, address, phone number, e-mail address, credit/debit card information and the like) of himself or herself as well as that of any other person.
3. The student agrees never to arrange for a meeting with any person at any time using the school's technology resources. Student users will not agree to meet with someone they have met online without their parents' full approval and participation.
4. The student agrees to notify a staff member immediately if he or she is asked for personal information, views inappropriate materials, or in any other way feels violated, harassed, uncomfortable, or accosted through the school's technology resources.

### **Users agree to the following statements regarding illegal/unauthorized activities and system security:**

1. The user agrees to access only the Internet and network resources, software and/or hardware provided expressly by the school for educational purposes unless explicitly approved by the teacher for educational purposes.
2. The user agrees to follow the procedures and best practices recommended by the teacher or system administrator. These procedures and practices may address respect for the resource limits of the school, personal safety issues, and/or access to appropriate materials.
3. The user agrees never to trespass into another user's folders or files.
4. The user agrees never to use another user's password or account or provide personal user information to anyone. This includes all network and student information system account IDs. The student user additionally agrees not to change passwords without permission of the system administrator.
5. The user agrees never to use the network in such a way that would disrupt the use of the network by others. Disruptions include, but are not limited to: distributions of unsolicited advertising; propagation of viruses; use of the network to make unauthorized entry to any other machine accessible via the network; posting information that if acted upon could cause damage, danger, or school or system disruption; attempting to log in through another person's account; and sending unnecessary messages to a large number of people (spamming). Security on any computer system is a high priority, especially when the system involves many users.
6. The user agrees never to tamper with or vandalize the property of the school or other user including: equipment; cabling and other infrastructure; any security system that protects the school's computer resources; and data. Vandalism is defined as any malicious attempt to harm or destroy data or equipment of another user, the school, the school network, or any other network.
7. The user agrees to respect another's email by never tampering with, interfering with, or intercepting it. The Electronic Communications Privacy Act places electronic mail in the same category as messages delivered by the U. S. Postal Service.
8. The user agrees never to use the school's computer resources to gain unauthorized access to another computer network (hacking).
9. The user agrees never to transmit (download or upload) any computer file, application, or other computer resource to or from the school's computer network. This includes the unauthorized installation of software or plug-in screen savers from the Internet, a floppy disk, CD-ROM, or other media. The principal or designee must approve staff members' resources.
10. The user agrees never to place a diskette or removable storage device in any computer without prior permission from the principal or their designee. The user also agrees not to purposely spread viruses from home to school.
11. The user agrees never to use or respond to inappropriate, obscene, profane, rude, inflammatory, threatening, or disrespectful language.
12. The user agrees never to post false information or engage in personal, prejudicial, or discriminatory attacks.
13. The user agrees never to harass another person by use of any of the school's resources and personal communication devices (e.g. PDAs, cell phones, smart phones, etc.). Harassment is defined as any action that distresses or annoys another person. The user agrees to stop immediately any and all conduct that is construed by another as unwelcome.
14. We support the Child Internet Protection Agency (CIPA) requirements by actively using the iSafe Internet Safety program at all of our schools.

15. The user agrees never to access, possess, transmit, retransmit or respond to material which promotes violence or discrimination or advocates destruction of property.
16. The user agrees never to access, possess, transmit, retransmit or respond to any information containing sexually oriented material.
17. The user agrees never to use technology resources to engage in any illegal, criminal activity or any conduct which is morally inappropriate and/or violates Catholic teachings. The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities.
18. The user agrees never to use the school and school affiliated network for making purchases, commercial sales, multilevel marketing, gambling, sweepstakes, chain letters, or similar unauthorized purposes. On-line games may only be accessed for educational purposes with the consent of the user's teacher.
19. The user agrees to never access the school and school affiliated network for political lobbying, although it may be used, with the permission of the principal, to communicate with elected representatives to express opinions on political issues.
20. The user agrees never to plagiarize. Plagiarism is defined as taking the idea or writing of others and presenting them as one's own.
21. The user agrees to respect the right of intellectual property of other people and to respect all copyright laws. Students agree that if they are unsure whether copyright law is being respected, they will bring this question immediately to the attention of a staff member.

**Users agree to the following statements regarding the use of new Web 2.0 tools:**

1. The use of blogs, podcasts or other web 2.0 tools is considered an extension of the classroom. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other web 2.0 tools. This includes but is not limited to profanity, racist, sexist, or discriminatory remarks.
2. Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts. A student should NEVER post personal information on the web (including, but not limited to, last names, personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
3. Students should only create a class blog for educational purposes and with permission of the teacher. Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines.
4. Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.
5. Students using such tools agree to not share their user name or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces.
6. Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and/or be subject to consequences appropriate to misuse.
7. Social networking sites (e.g. Facebook, MySpace) and chat rooms, as previously stated on page two, point number one, are not allowable in an educational, school environment.

**Privileges and Enforcement**

The use of electronic networks and technology is a privilege, not a right. Access is given to users who agree to the terms of this Acceptable Use Policy Agreement. Inappropriate use or a violation of this agreement may result in the user's access privilege being suspended, denied, or revoked. Misuse may also subject the user to further disciplinary action as deemed necessary by the administration. Any violation of federal, state or local laws will be reported to the appropriate agencies. The Diocese of Greensburg maintains the right to confiscate and search any personal electronic devices found on school premise or used during school hours.

There is no absolute right to Freedom of Speech when using the school's technology resources and/or personal technology devices, which are viewed by the administration as a limited educational forum. All electronic mail communications remain corporate property. The Diocese of Greensburg reserves the right for its authorized representatives as specified, with written approval from the Superintendent, to access, use and disclose the contents of electronic mail files for legitimate business purposes, including response to legal processes in any matter consistent with state and federal law, without the permission of the user. It is a violation of this policy for any employee of the Diocese of Greensburg, or school or parish within the Diocese of Greensburg, including management, to access the mail files of users to satisfy personal curiosity without a legitimate business need.

### Privacy

There is no absolute Right to Privacy when using the school's technology resources. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. School administration, faculty, and other authorized persons will have the right to review any and all material saved, transmitted, accessed, or momentarily in use by the student in accord with the policy set by the school's administration. This right is extended to the student's parents and/or legal guardian in accord with the school's policy for review of student records and/or work. Users should not expect that files will be private.

### Liability

Queen of Angels Catholic School and its employees will not be held responsible for the actions of a user who is in violation of any of the terms of this policy. This responsibility is extended to, but not limited to: loss or unavailability of data or interruptions of service, violations of copyright restrictions, the accuracy or quality of information obtained through the school's system, or any liability, damages, or financial obligations arising through the unauthorized use of the school's and/or personal technology resources.

### Warranties

Queen of Angel Catholic School makes no warranties of any kind, whether expressed or implied, for the service we are providing.

- The school will not be responsible for the accuracy, quality, or usefulness of information obtained through network connections.
- The school will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.
- The school will limit individual user network storage/disk space specific to the needs/responsibilities of the user.
- The school and the diocese will not be responsible for the contents of any web site bearing their name(s) unless the web page has been authorized by the administration of the school and/or the diocese.
- The school administration reserves the right to establish rules and regulations regarding the use of the system.

**QUEEN OF ANGELS CATHOLIC SCHOOL  
TECHNOLOGY RESOURCE AND COMMUNICATION SYSTEM**

Child's Full Name (please print) \_\_\_\_\_

**PARENT/GUARDIAN PERMISSION  
TO ACTIVATE USER PRIVILEGES**

I certify that I have read the terms and conditions in the Queen of Angels Catholic School Acceptable Use Policy Agreement and discussed them with my child. I understand that access to the Internet, technology and communication systems are designed for educational and safety purposes and that my child has agreed to abide by the school's usage rules. I understand that my child has responsibility for his or her actions in regard to the use of technology resources and recognize my responsibility for governing and guiding access and use both inside and outside of the school setting. I also understand the consequences, as stated in the policy, for inappropriate actions or conduct. I recognize that it is impossible for the school to restrict access to all controversial materials and I will not hold the school, diocese or their personnel responsible for material acquired or viewed through technology resources. I hereby give my permission to activate any school technology privileges for my child.

Parent/Guardian's Full Name (please print) \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN PERMISSION  
FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK AND STUDENT PHOTOGRAPH**

**FOR PUBLISHING OF STUDENT'S PHOTOGRAPH AND SCHOOL WORK IN THE CATHOLIC ACCENT and on the  
SCHOOL AND DIOCESAN WEB SITES**

I understand that my child's photograph and samples of my child's school work may be published in The Catholic Accent, the official newspaper of the Diocese of Greensburg, and on the school and/or Diocesan websites. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event a request is made for such permission, those requests will be forwarded to me as parent/guardian. I understand the school and the faculty will be the contacts responsible for the work published and that the school's address, telephone, and email address appear on the school's web site. I understand that I can request that my child's individual picture or school work not be published on the school web site. (This is not inclusive of any group, class, or school production photos utilized on the web site or by members of the media).

I understand that if at any time I *do not* wish to have my child's individual photo and/or samples of my child's school work published in The Catholic Accent or on the diocesan or school web site, I will submit written notification, including the date, child's name, and grade to the school principal.

Parent/Guardian's Full Name (please print) \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Office use

Date Received \_\_\_\_\_

Authorized By \_\_\_\_\_

**QUEEN OF ANGELS CATHOLIC SCHOOL  
TECHNOLOGY RESOURCE AND COMMUNICATION SYSTEM**

**STUDENT PERMISSION  
TO ACTIVATE USER PRIVILEGES**

I certify that I have read and understand the terms and conditions in the Queen of Angels Catholic School Acceptable Use Policy. I understand that access to the Internet, technology and communication systems are designed for educational and safety purposes and I agree to abide by the school's usage rules. I understand that I have responsibility for my own actions in regard to the use of technology resources and recognize my responsibility for its use both inside and outside of the school setting. I also understand the consequences, as stated in the policy, for inappropriate actions or conduct.

Student's Full Name (please print) \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT PERMISSION  
FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK AND STUDENT PHOTOGRAPH**

I understand that my photograph and samples of my school work may be chosen to be published in the Catholic Accent, the official newspaper of the Diocese of Greensburg, and on the school and/or Diocesan websites.

Student's Full Name (please print) \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Office use

Date Received \_\_\_\_\_

Authorized By \_\_\_\_\_

**Internet and Email Form of Understanding  
Web Publishing of Faculty/Staff Work Permission Form**

**Faculty/Staff Form of Understanding  
For Internet Access and Use of Electronic Mail**

I have read and understand the information about appropriate use of the computer network with Internet access and electronic mail communication at Queen of Angels Catholic School. I understand that this form will be kept on file at school. I understand the risks and benefits of Internet access. I understand that I have a responsibility to prepare, evaluate, and preview Internet sites and activities that I recommend to students or use within my classroom. I appreciate the unpredictability of Internet use and realize I must outline/emphasize/enforce proper procedures for Internet searches and accessing Internet sites through URL addresses. I also understand the rules governing my use as well as students' use of electronic mail and so my role in reading the messages to be sent and those received. I accept my responsibility for governing and guiding Internet access.

I understand that protecting network, email and student information system (SIS) passwords is critical to system security and student privacy. I accept responsibility for protecting my passwords at all times, regardless of the location from which I access these systems. I understand that I am not to share my password with anyone, including my supervisor. I will not allow others to access systems through my account. I understand that failure to protect my passwords and accounts can result in loss of access to systems from outside of the school building as well as further disciplinary action.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Faculty/Staff Permission Form  
For World Wide Web Publishing of Work**

I understand that my work may be published on the World Wide Web, a part of the Internet. I further understand that the work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to me. No home address or telephone numbers will appear with such work. I understand the school and other faculty will be the contacts for the work published and that the school's address, telephone, and email address appear on the school's web site.

I grant permission for the World Wide Web publishing of my work.

Print Name: \_\_\_\_\_

Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

**QUEEN OF ANGELS CATHOLIC SCHOOL  
TECHNOLOGY RESOURCE AND COMMUNICATION SYSTEM**

# For Local Newspapers

**STUDENT PERMISSION  
TO ACTIVATE USER PRIVILEGES**

I certify that I have read and understand the terms and conditions in the Queen of Angels Catholic School Acceptable Use Policy. I understand that access to the Internet, technology and communication systems are designed for educational and safety purposes and I agree to abide by the school's usage rules. I understand that I have responsibility for my own actions in regard to the use of technology resources and recognize my responsibility for its use both inside and outside of the school setting. I also understand the consequences, as stated in the policy, for inappropriate actions or conduct.

Student's Full Name (please print) \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STUDENT PERMISSION  
FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK AND STUDENT PHOTOGRAPH**

I understand that my photograph and samples of my school work may be chosen to be published in the local newspapers, ie. Norwin Star, Daily News, etc.

Student's Full Name (please print) \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

Office use

Date Received \_\_\_\_\_

Authorized By \_\_\_\_\_