

## **Policy No. 6230 OLA**

### **POLICIES GOVERNING THE USE OF TECHNOLOGY**

Subject: Curriculum/Technology - Computer and Internet Use

Our Lady of the Angels School administrator, along with the technology supervisor, will review the curriculum for changes and/or improvement on a yearly basis.

Therefore, Our Lady of the Angels School, along with Diocesan End User Policy adopts the following policy. The policy must be reviewed and signed by the parents and children attending Our Lady of the Angels School at the beginning of each year.

#### **Purpose for the Use of the Internet**

Computers are valuable tools for education and one of this school's objectives is to encourage the proper use of computer related technology, including the Internet. Students and teachers have a responsibility to use computer technology in accordance with the policy below.

#### **School Responsibilities**

The Building Principal and the Technology Specialist are responsible for the enforcement of the Internet Policy. They will also maintain the security protection in process.

#### **Access to Technology Resources**

1. Use of restricted access, school computer resources, or electronic information without or beyond one's level of authorization, is prohibited.
2. Interception of or attempted interception of communications by parties not intended to receive the information is prohibited.
3. Making available school computing services to individuals not affiliated with the school, without approval by school officials is prohibited.
4. Making available material that the possession of or distribution of is illegal, is prohibited.
5. Unauthorized copying or use of licensed software is prohibited.
6. Access, possession or distribution of confidential or privacy information designated as such by the school is prohibited.
7. Intentionally compromising the privacy of security or electronic information is prohibited.
8. Intentionally infringing upon intellectual property rights of others (including plagiarism and unauthorized use) is prohibited.
9. Unlawful communications, including threats of violence, obscenity, child pornography and harassing communications (as defined by law) are prohibited.

### **The following operational activities and behaviors are forbidden:**

- interference with or disruption of the computer or network accounts, services of equipment of others, including, but not limited to, the propagation of computer "worms" and "viruses", the sending of electronic chain mail and the inappropriate sending of "broadcast" messages to large numbers of individuals or hosts;
- failure to comply with requests from appropriate school personnel to discontinue activities that threaten the operation or integrity of computers, systems or networks, or otherwise violate this policy;
- viewing, altering or attempting to alter files or systems without authorization;
- attempting to alter any school computing or networking components (included, but not limited to, bridges, routers or switches) without authorization or beyond one's level of authorization;
- intentionally damaging or destroying the integrity of electronic information;
- intentionally disrupting the use of electronic networks or information systems.

### **Policy on Posting of Information on the Internet**

The internet is a public forum with unrestricted access. For this reason, the school restricts permission for the posting of information related to the school, our staff, and our students on the internet. No person is permitted to use images of the school, the school logo, school staff, or students in any form on the internet or in any form of electronic communication without specific written permission from the administration. The posting of any such information on any website, bulletin board, chat-room, e-mail, or other messaging system without permission, or the posting or transmission of images or information, in any format, related to the school, staff, or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such material subject to disciplinary action deemed appropriate by the administration at the school.

### **Privacy**

Our Lady of the Angels reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school. All e-mails and messages sent through the school's network or accessed on a school computer can be inspected. Any files saved onto a school computer can also be inspected. Users have a limited expectation of privacy when using their own technology on school property or at school events so long as no activity violates policy, law and/or compromises the safety and well-being of the school community.

## **Parent and Student Responsibilities**

1. Prepare and sign authorization policy.
2. Instill family values in the child.
3. Specify to the child what materials the child may access and what he may not access at school.
4. Read and help the child understand the school guidelines for student safety on the Internet.
5. Monitor student access of the Internet at home.
6. Personal safety - Do not post personal information on the Internet and promptly disclose information or messages that are inappropriate or make the child feel uncomfortable.
7. Do not spread viruses.
8. Do not engage in an illegal act - drug sales, purchase of alcohol, threaten safety of another, or conduct criminal gang activity.

## **Limits on School Liability**

- The school will not warrant that the services will be error free or without defect.
- The school will not be responsible for lost data, interruption of services or other damage the user suffers.
- The school will not be responsible for accuracy or quality of information obtained through the Internet or stored on the system.
- The school will not be responsible for financial obligation incurred through the unauthorized use of the system.

## **Due Process**

- The school will cooperate with investigators relating to illegal activities concerning or related to the system.
- The school will comply with due process procedures when students violate the student discipline policy.

## **Search and Seizure**

- The school may discover violations of the Internet policy by routine maintenance, audits, and monitoring the system.
- A computer file is a data record of the school. Therefore, accessing it is not considered surveillance and such laws do not apply.

## **Right to Update**

Since technology is continually evolving, Our Lady of the Angels reserves the right to change, update, and edit its technology policies at any time in order to continually protect the safety and well-being of our students and community. To this end, the school may add additional rules, restrictions, and guidelines at any time.

## **Copyright Infringement and Plagiarism**

- Federal law governs.
- Request permission of the copyright holder before using.
- Ask the student to respect copyrights, trademarks and patents.
- Plagiarism guidelines of the school will be followed with respect to Internet use (research and citations).

## **Penalties for Infractions**

The severity of the infraction as determined by the Building Principal and the Technology Specialist will determine the penalty. Penalties may be imposed up to and including the loss of system access, suspensions and termination. Students could be legally liable, criminally or civilly, for their misconduct.

## **Filtering, Monitoring and Zoning** - Goal: best effort, not perfect.

- Sites will be monitored as to what is accessed, by whom, and for how long.
- The school will block and filter illegal, offensive and inappropriate sites and materials.
- The students will be informed that they are being monitored and the Internet is for educational purposes only.
- The students are responsible for what they view, download and for what they transmit or communicate by e-mail or Internet.
- As more filtering technology becomes available, the school may decide to institute it.

**Computer and network use is also subject to Pennsylvania and federal laws and regulations.** Suspected violations of applicable law are subject to investigation by school and law enforcement officials. Among applicable laws are:

- Federal Copyright Law
- Federal Wire Fraud Law
- Federal Computer Fraud and Abuse
- Federal and Pennsylvania Child Pornography Laws

- Children's Online Privacy Protection Act
- Pennsylvania Computer Crime Law
- Pyramid Schemes/Chain Letters
- Defamation
- Common Law Actions for Invasion of Privacy

Additional specific rules may be promulgated for the individual use of individual computer systems or networks by school personnel. Enforcement guidelines to parents and students will be provided.

Adopted by Our Lady of the Angels School School Board May 2007, Revised May 2009

**ACCEPTABLE USE POLICY FOR THE INTERNET**  
**PERMISSION FORM IS ATTACHED**