

## OUR LADY OF THE ANGELS - ACCEPTABLE USE GUIDELINES

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Our Lady of the Angels School Principal, along with the Technology Instructor, 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 guidelines. The guidelines must be reviewed and signed by the parents and children attending Our Lady of the Angels School at the beginning of each year.

### **Purpose:**

Computers are a valuable tool for education at Our Lady of the Angels; the faculty/staff encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the guidelines below. No student will be able to use the Internet without this agreement signed and on file with the technology instructor.

### **Goals:**

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources
- To enable students to work effectively with various computer/communication technology.
- To encourage critical thinking and problem solving skills which will be needed in this increasingly electronic and global society.

### **Responsibilities of User:**

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. Our Lady of the Angels' students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

### **General Guidelines for use of the Internet:**

- Computers are to be used only for the purpose of academic or other authorized activities.
- All users are required to take simple Internet training (how to sign on, log off, etc.) from a teacher.
- The Network Administer or computer teacher has the right to monitor and to judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.
- Any attempt to go around system security, (Hacking or any unauthorized activity) guessing passwords or in any way gain access to secured resources is forbidden.
- Uses of proxy sites or another other means to circumvent filtering software is strictly prohibited.
- No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.

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- E-mail may be used in correspondence with professionals or regarding subject matter relevant to research. The e-mail is only used with permission. No personal e-mail is permitted.
- No student is allowed to enter a chat room. Staff and other adult users are likewise asked to avoid chat rooms when using the school's computer.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users is strictly forbidden.
- Transferring copyrighted material to or from Our Lady of the Angels without express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Deliberate spreading of a virus through the use of the Internet or a disk is strictly forbidden.
- Additional rules and restrictions may be added at any time.

### **Internet:**

Our Lady of the Angels will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph:

*"The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration. The posting of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or 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 subject to disciplinary action deemed appropriate by the administration of the school, or by the diocese."*

### **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 guidelines, policy, law and/or compromises the safety and well-being of the school community.

**Computer Use Rules:**

1. **Protect privacy.** For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. **Research honestly.** Consider that all work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own. The illegal downloading of copyrighted software for use on home and school computers is prohibited. All sources for research taken from the internet for projects must be documented correctly.
3. **Respect life.** Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
4. **Respect property.** Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal as well as immoral.

**Sanctions:**

1. Students who do not use Internet and other computer resources in an ethical manner will lose computer use privileges at the school. Penalties may be imposed up to and including the loss of system access, suspensions and termination. Further disciplinary action will be determined by the Principal and Technology Instructor.
2. Disciplinary or legal action may be taken by the school or other interested parties.

**Legal issues:**

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, “. . . it is a felony punishable by fine up to \$15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) . . .”

“. . . Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)(a)(2) and (3) . . .”

## Web 2.0 Tools

### Use of New Web Tools

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. However, such technologies can open up real dangers to students. So, expectations for classroom blogs, wikis, student protected e-mail, and podcast projects or other Web interactive use must follow all established Internet safety guidelines. Part of the process of using web 2.0 tools is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. General Guidelines for Internet Safety follows:

### Blogging/Podcasting Terms and Conditions:

- The use of blogs, wikis, podcasts or other web 2.0 tools is an extension of a classroom and school. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other web 2.0 tool. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
- 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.
- A student should NEVER link non-school sites that are hosted on remote, non-school web servers from your class's blog or wiki. Example: personal MySpace or Face book pages.
- 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. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), student need to realized that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to separate personal blog, commenting on someone else's blog, etc.), the account should be treated as a school blog and follow these guidelines. Comments made on blogs are monitored and will be deleted when inappropriate.
- 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
- Students using such tools agree to not share their user names or password with anyone besides their teachers and parents and treat blogspaces as classroom spaces.
- Students who do not abide by these terms and conditions may loose their opportunity to take part in the project and be subject to consequences.

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- Students should respect and protect the intellectual property of others by not plagiarizing or infringing on copyrights on any school computer or through the use of web 2.0 tools. (No making illegal copies of music, games or movies)

**Internet Safety Rules for Minors**

- Don't give out information about yourself like your last name, phone number, address or school — without asking your parents first.
- Never e-mail a picture of yourself to strangers.
- Be suspicious of those who want to know too much. There's no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
- Avoid chat rooms or discussion areas that look sketchy or provocative, and don't let people online trick you into thinking of them as real-life friends if you've never met them in person. If someone says something to you that makes you uncomfortable or if someone sends you something or you see something that makes you uncomfortable, don't look around or explore: Get your parents instead — they know what to do.
- Making plans to meet your Internet buddies in real life is usually a bad idea. If you decide to do it anyway, have your parents help make the plans and go with you.
- Don't open e-mails, files or Web pages that you get from people you don't know or trust. The same goes for links or URLs that look suspicious — don't click on them.
- Don't give out your password, except to responsible adults in your family.
- Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
- Talk with your parents about alternative sites that may be appropriate for you.

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Student Signature                      Print Student Name

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Student Signature                      Print Student Name

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Student Signature                      Print Student Name

\_\_\_\_\_/\_\_\_\_\_ Grade \_\_\_\_\_  
Student Signature                      Print Student Name

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Parent Signature(s)  
\_\_\_\_\_  
Date \_\_\_\_\_

**Return by Tuesday, Sept 7<sup>th</sup>**

## Glossary

### **Web 2.0 Tools and Technologies**

Web 2.0 tools and applications are about users and content, instead of just surfing on the Internet. It's about what the Internet can do for an active collaborator, rather than a passive viewer. One major advantage of Web 2.0 tools is that the majority of them are free.

### **Podcasting**

If an individual was interested in video games, they might search a podcast submission Web site (like Podcast.net) and download an audio review of a game to listen to on their computer. A Podcast is syndicated audio, or video produced by traditional media such as radio and television or by individuals passionate about a particular subject.

### **Blogs**

They may then decide to comment about this audio review on their Blogger or Wordpress blog. A blog or Weblog, is a chronological, online diary. Individuals can subscribe to a person's blog, which allows them to read it and to write comments in response to blog posts.

### **RSS**

If this weblog has an RSS feed in place, subscribers to the blog can choose to be automatically notified of this new blog post. RSS (or Really Simple Syndication), is a method for delivering regularly changing Web content. Many blogs and Internet publishers syndicate their content as an RSS Feed to allow people to subscribe to it easily.

### **Social Bookmarking**

This individual may decide that they would like more people to be able to see and remark on the blog post. They could do this by submitting the blog post to a social bookmarking site like Del.icio.us. Social bookmarking sites are Web sites that allow shared lists of user-created Internet bookmarks to be displayed and commented on. Social bookmarking sites allow you to organize your bookmarks by allocating a number of 'tags' to them. This makes it easy for other people who may be interested in a particular group to find related bookmarks.

### **Social Networking**

People who visit the bookmark site for this 'games review' tag are likely to see your bookmark. As more people find your bookmark and comment on it, you'll find yourself part of a collection of people who have a shared interest in video games - You are now 'social networking'.

The above is from: <http://www.webreference.com/promotion/web20/>