

Internet Safety and Acceptable Use Policy for OUR LADY OF FATIMA HIGH SCHOOL

Our Lady of Fatima High School is committed to providing the student body and faculty with a technology rich learning environment. We are committed to ensuring that our students have access to safe and secure learning opportunities.

All users must sign the following policy prior to using computers, network, and Internet connections anywhere on school property.

Internet Safety Policy

Our Lady of Fatima High School is pleased to give the privilege of computer network and Internet access to all students, faculty members and staff.

The Internet is a worldwide network of interconnected computers that allows users, including students, corporations, government agencies, authors, doctors, scientists, et al., to share information with one another. The Internet also provides an opportunity for users to communicate with each other, no matter where they are geographically located. Because of its enormous size, the Internet provides an enormous amount of information that can be put to great educational purposes. With such great potential for education also comes the potential for some risk, including the posting or retrieval, intentionally or unintentionally, of inappropriate or harmful material. Fatima High School will make every reasonable effort to minimize the risk that users will encounter objectionable material on the Internet. However, there is no absolute guarantee that this will not happen. Fatima High School intends to utilize any blocking or filtering safeguards required by law in order to filter all Internet activity for depictions that are (1) obscene, (2) child pornographic, or (3) harmful to minors. With these measures, in addition to user education, implementation of this policy, and grade-appropriate supervision, Fatima High School believes that the Internet can be used safely to enhance the delivery of educational services.

Fatima High School's computer network, which includes World Wide Web access and electronic mail capability, exists solely for educational purposes, which are defined as classroom activities, research projects directly related to class assignments, career and professional development, and high quality self-discovery activities of an educational nature. The Fatima High School's computer network is not to be considered a resource intended for use as a public forum or for any purpose that is not directly related to the delivery of educational services.

Members of the Fatima High School community are responsible for good behavior on school computer networks just as they are in a classroom or hallway. Communications on the network may reach larger audiences than face-to-face conversations or telephone conversations. General school rules for behavior and communications apply. Access to network services will be provided to those who act in a considerate and responsible manner.

Fatima High School believes that the benefits to students from access to information resources and opportunity for collaboration available through the Internet exceed the potential disadvantages. Ultimately, however, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Fatima High School respects

each family's right to decide whether or not their child(children) will have independent access to the World Wide Web and an individual e-mail account at school. In making this decision, families should be aware that Fatima High School intends to vary the degree of directly supervised and generally supervised Web access and e-mail in schools according to grade level.

Access to Obscenity or Material Harmful to Minors

Fatima High School utilizes commercial software programs to actively filter all Internet activity for visual depictions that are (1) obscene, (2) child pornographic, or (3) harmful to minors. Teachers will also monitor the online activities of students through direct observation to ensure that students are not accessing material that is inappropriate to minors.

PERSONAL SAFETY

1. Users will not post any personal information about themselves or others. This includes full name, addresses, phone numbers, etc.
2. Users agree not to meet with people they have made contact with online without the participation of a parent.

SECURITY

1. Users agree not to disclose their personal account information to others.
2. Users agree to notify the teacher or school principal if they encounter a security issue, or they believe someone is accessing their account or other unauthorized information.
3. Users agree not to hack into any part of the school network or initiate any hacking activities from the school network.
4. Users agree not to introduce or generate computer viruses on the school computers.

ILLEGAL ACTIVITIES

1. Users will not attempt to access any unauthorized system or data via the Fatima High School computer network.
2. Users agree not to log in using another user's password.
3. Users agree not to deliberately impair or destroy computer systems or data.
4. Users agree not to deliberately introduce viruses into the Fatima High School computer network.
5. Users agree not to use the Fatima High School computer network for illegal activities. This includes the sending of threats, purchasing or selling illegal items, etc. Appropriate law enforcement agencies will be notified.
6. Users agree not to copy or remove software from the school network.

PLAGIARISM

1. Users agree not to plagiarize works accessed via the computer network.
2. Users agree to respect all copyright laws. Users will not reproduce or claim ownership of material developed by others.

INAPPROPRIATE MATERIAL

1. Users agree not to use the Fatima High School network to access any material that contains profane, obscene, or inappropriate content.
2. Users agree to report any accidental processing of profane, obscene, or inappropriate materials to a teacher or administrator.
3. Users agree to report any access of profane, obscene, or inappropriate materials *by other users* to a teacher or administrator.

INAPPROPRIATE BEHAVIOR AND ACTIVITIES

1. Users agree not to use obscene, vulgar, rude, harassing, threatening, or disrespectful language.
2. Users agree not to use the Fatima computer network for commercial activity or political lobbying.
3. Users agree not to use the Fatima computer network to discuss or transmit highly sensitive or confidential school information.
4. Users agree that they will not send chain letters, broadcast messages or lists to individuals, subscribe to list-services or newsgroups, or participate in discussion groups or chat rooms without expresses prior permission and/or supervision.
5. Users agree not to access personal e-mail accounts over the school network: this includes HTML based e-mail accounts such as Yahoo, Hotmail, etc. Any e-mail that is required for an educational purpose must be sent with the teacher's permission and supervision through the teacher's e-mail account. All e-mail traffic should be an educational nature and no user should encourage the sending or receive of illegal, obscene, or threatening messages.
6. Users agree to use computers only when supervised by a member of the faculty or staff. Unsupervised use of computers is prohibited.
7. Users agree not to send messages or post information that would likely result in the loss of a recipient's work or system.
8. Users agree not to participate in other types of use that would cause congestion of the network or interfere with the work of others.
9. Users agree not to attempt to override or bypass any filters or blocks on the computer system without prior permission of the supervising staff member.
10. Users agree that they will not attempt to harm, modify, or destroy data of another user.

ACCOUNT RESPONSIBILITIES

1. Users agree to use the Fatima High School computer network for educational purposes only.
2. Users agree to download educational files to their network directory only. Files should not be downloaded to hard drives or unauthorized areas of the network.
3. Users agree to remove unnecessary files as soon as possible or they may be subject to periodic purging.
4. Users agree that Fatima High School provides network accounts as a courtesy and that they can be withdrawn if violations occur.
5. All messages and information created, sent, or retrieved on the network **are the property of Our Lady of Fatima High School**. Electronic mail messages and other use of electronic resources by users are also the property of Fatima High School and **SHOULD NOT BE CONSIDERED CONFIDENTIAL**. Copies of all information created, sent, or retrieved are stored on the computer network's back-up files. While Fatima High School does not plan to review cache files or

back-up files on a regular basis, it reserves the right to access and monitor all messages and files on the computer system as it deems necessary and appropriate in the ordinary course of its business for purposes including, but not limited to, ensuring proper use of resources and conducting routine network maintenance. Where appropriate, communications including text and images may be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

6. Our Lady of Fatima High School assumes no responsibility for:
 - a. Any unauthorized charges or fees, including telephone charges, long distance charges, per minute surcharges, and/or equipment line costs.
 - b. Any financial obligations arising out of unauthorized use of the system for the purchase of products or services.
 - c. Any cost, liability, or damages caused by a user's violation of these guidelines.
 - d. Any information or materials that are transferred through the network.

Users agree that they will be individually responsible for any unauthorized costs associated with their use of the Fatima High School computer network.

FAILURE TO ABIDE BY ANY OF THESE RULES MAY RESULT IN DISCIPLINARY ACTION, INCLUDING SUSPENSION OF NETWORK PRIVILEGES OR LEGAL PROSECUTION.

Name of Student: _____ (please print)

Signature of Student: _____

Name of Parent/Guardian: _____ (please print)

Signature of Parent/Guardian: _____