

Computer Acceptable Use Agreement

It is essential for each student on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.

Statement of Purpose

It is an expectation that computer resources are used in a reasonable, efficient, safe, moral and legal manner in accordance with the Covenant of Shared Values and the mission statements of Holy Trinity Catholic Schools.

Rationale

Holy Trinity Catholic Schools is committed to (1) protecting our students and staff from viewing inappropriate materials on the computer system, and (2) protecting our equipment and data from misuse.

To assist in these endeavours, all students, along with their parents/legal guardians, are required to sign an Acceptable Use Agreement on computer usage.

Definition of Acceptable Use

1. The use of computers and the Internet must be for educational purposes only.
2. Teachers and/or the network administration team will have access to all files and communications.
3. Students will be guided toward appropriate materials and resources.
4. The Acceptable use Policy practice and procedures are to include but are not limited to guarding against the following actions:

- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Harassing, insulting or attacking others.
- Damaging computers, computer systems, or networks.
- Violating copyright laws.
- Using the passwords of others.
- Trespassing into the folders, work or files of others.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Inappropriate e-mail usage.
- Plagiarism of both images and print.

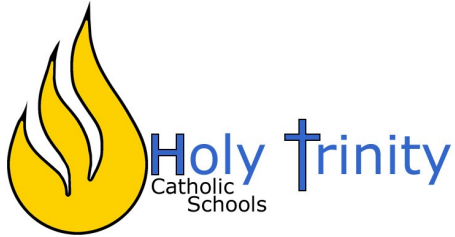
5. The school site will ensure that web pages will contain only pictures of students who have their parents' release, as signed on the Acceptable Use Agreement.
6. Students need to learn to recognize personal bias and understand when a site may be promoting dangerous or unhealthy lifestyles. Students will be taught:
 - If I accidentally find a Website that promotes hate, racism, pornography or violence, I will leave it immediately.
 - I will not give personal information on-line, in communication or on Websites. This includes my name, address, email address, telephone number, credit card numbers or school location.
 - I will not purchase anything on-line without my parent's permission.
 - I will always use a nickname in Internet communication when I communicate with people I don't know personally.
 - I will practice good manners and be polite to other people when I communicate with them on the Internet.
 - I will make up a password that is hard to guess and easy to remember. I will not share it with anyone, and I will change it regularly.
 - If I receive a message that bothers me, I will log off immediately and tell an adult. I will not respond to the message.
 - I will not arrange to meet a friend I have met on the Internet unless one of my parents has been informed and goes along with me to meet the person. (SELU document, p. 18)
7. Connections to all remote locations on the Internet are viewed as ***Electronic Field Trips*** and are governed by the same rules that apply to student conduct on regular field trips.
8. Each school site **shall** review annually the Acceptable Use Agreement and determine appropriate consequences for any infractions to the Computer Acceptable Use Agreement. To ensure consistency among school sites, these will be designed in consultation with the network administration team.
9. Any unauthorized access to the system or data banks will be investigated by the network administration team. In consultation with the Director of Education and the school-based administration, the consequences of the inappropriate action will be determined and enforced.

Procedures

1. Teachers will review the Acceptable Use Guidelines with the students.
2. Acceptable Use Agreements will be provided to all students at the beginning of each school year. Both the students and their parents/legal guardians, prior to receiving an account, must sign these forms, which will be kept at the school site.
3. This document will be reviewed annually.

References

Covenant of Shared Values (Belief Statement)
Holy Trinity Catholic School Division, Technology Review and Recommendations, prepared by the Saskatchewan Education Leadership Unit, June, 2006.



Acceptable Use Agreement

It is essential for each student on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. The student is ultimately responsible for his/her actions in accessing network services. The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. All use of the Internet must be in support of education and research that is consistent with the Covenant of Shared Values and mission statements of Holy Trinity Catholic Schools.

General Guidelines

1. The student and parent/legal guardian, prior to receiving a user account, must jointly sign the Acceptable Use Agreement.
2. Students will not use the Internet to access or process inappropriate materials, text, or files, or files dangerous to the integrity of the network. This includes:
 - Sending or displaying offensive messages or pictures.
 - Using obscene language.
 - Harassing, insulting or attacking others.
 - Damaging computers, computer systems, or networks.
 - Violating copyright laws.
 - Using the passwords of others.
 - Trespassing into the folders, work or files of others.
 - Intentionally wasting limited resources.
 - Employing the network for commercial purposes.
 - Inappropriate e-mail usage.

Student

I have participated in an orientation session on the acceptable use of the computers and of the Internet and I agree to the guidelines developed by HTCSD. I understand that my files and folders are accessible by teachers and the network administration team. Further, I understand that any violation of the conditions or rules of the Acceptable Use Policy may result in a suspension of privileges and/or any other consequences deemed necessary by Holy Trinity Catholic Schools.

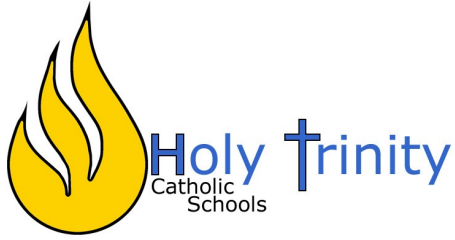
Student's Name: _____

Student's Signature: _____

Date: _____

Parent/Guardian

I understand that Internet access is designed for educational purposes and that Holy Trinity Catholic Schools has taken precautions to circumvent student access to inappropriate material. Even with all the precautions taken. I recognize that it is difficult for Holy Trinity Catholic Schools to restrict access to all controversial materials and I will not hold the division responsible for materials acquired on the network.



Acceptable Use Agreement

I hereby give my permission to issue a user account for my child.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____

I understand that schools will do everything possible to ensure my child's safety on the web pages that they design.

I understand that web pages that contain pictures of student activities are becoming more and more commonplace in HTCSD. For educational/ informational purposes on the Internet, I hereby consent to the use of my child's: (please check the appropriate box)

- Photographs
- First Name
- Both first name and photographs **OR**
- I do not want my child's image or name displayed

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____