

**St. Mary School**  
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Sheboygan Falls, WI 53085  
Phone: (920) 467-6291  
Web-site: [www.blessedtrinityparish.org/sms](http://www.blessedtrinityparish.org/sms)

## **Acceptable Use Policy For the use of Computers & Internet**

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August, 2010

Dear Parents / Guardians:

We are pleased to offer Internet services for the students of St. Mary School. As you may already know, the Internet consists of millions of computer users in nearly every country on the globe. The Internet connects thousands of computers located at organizations throughout the world, creating a large and diverse electronic network. Part of our responsibility in preparing our students for the future is to provide them with access to the tools they will be using as adults. We believe that this global information network is one of these tools. The Internet represents a unique opportunity for our students to explore an incredible wealth of information that will enhance their learning.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed Acceptable Use Policy for the use of Computers and Telecommunications and discuss them together. When your child is given a password for computer use, it is extremely important that the rules are followed. Inappropriate use will result in the loss of computer privileges, and other disciplinary action, if necessary. Please stress to your child the importance of using only their account password, and of keeping it a secret from other students. Your child should never let anyone else use their password to access the network. Your child is responsible for any activity that happens in their account.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The faculty at St. Mary's School has taken precautions to control access to controversial materials by monitoring Internet use by students and by instructing students in the proper use of the Internet and electronic mail. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. We firmly believe however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Availability of the Internet to students at St. Mary's School rests upon the proper conduct of individual students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the Internet at St. Mary's School may be denied to that student. The signatures on this document indicate that you have read this document, discussed it with your child, and that you and your child understand the terms and conditions herein.

Please return the consent/non-consent form to the school office as soon as possible. Students will have access to the Internet only after you have given us your consent. If you have any questions, feel free to call us at (920) 467-6291.

Jeanne Bitkers  
Principal/Administrator

**St. Mary School**  
**Acceptable Use Policy for the use of Computers and Internet**  
**For**  
**The Archdiocese of Milwaukee**

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school/parish. The equipment, software, and network capacities provided through school computer services are and remain the property of the school/parish. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from Libraries, data bases, and the World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities (with teacher permission) to facilitate distance learning projects.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communication, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons, or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any network or sites connected to the network, Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users are prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's/parish's computer resources.



August, 2010

**Student Network Responsibility Form**

Internet Rules:

Students are responsible for good behavior on school computer networks just as they are in a classroom or a hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent's permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed.

Network storage areas may be treated like school desks. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

During school, teachers of students will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with informational sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

- Sending or displaying offensive messages or pictures
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Trespassing in others' folders, work or files
- Using obscene language
- Violating copyright laws
- Using others' passwords
- Intentionally wasting limited resources

Depending upon the violation, one or more of the following sanctions may be invoked (with any of these the Acceptable Use Policy will have to be resigned):

1. Suspension of Internet privileges for 30 days and a phone call to parents.
2. Suspension of Internet privileges for 40 days and a parent-student-principal conference.
3. Loss of Internet privileges for remainder of school year.

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Student's Signature (to be signed in school when form is turned in)

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Date

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Teacher's Signature

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Date