

## **Saint Nicholas of Tolentine Acceptable Use Policy**

In order to protect our children and to protect our investment in informative technology, including school computers, the Internet, and education online resources, St. Nicholas of Tolentine School has established an **Acceptable Use Policy** (AUP). The AUP applies to the computers and computer equipment installed in the school building, as well as the information that is accessible via the computers.

The AUP for Saint Nicholas of Tolentine School sets the expectation that students, parents, and teachers at Saint Nicholas of Tolentine School will be used in a respectful and responsible manner that aligns with the values taught at St. Nicholas of Tolentine School. The AUP includes the guidelines and requirements for all who access our computers and the Internet while on Saint Nicholas of Tolentine property, including students, parents, teachers, and staff. Before any student is allowed access to the resources available at our school, an agreement to abide by the rules outlines in the AUP must be signed by a parent or guardian, as well as the student. A new agreement must be signed each year.

Information and tools available through the Saint Nicholas of Tolentine School network include basic desktop software, such as word processing and spreadsheets, educational software, and Internet access. It is expected that every user at Saint Nicholas of Tolentine School will treat the equipment, software, and data with care so it does not interfere with the ability of others to use the computers.

The Internet is a very valuable resource for learning. Access to the Internet opens the world to our children. Students at Saint Nicholas of Tolentine School may take virtual journeys around the world and find information to supplement their studies in every subject. Students at Saint Nicholas of Tolentine School are encouraged to use the Internet responsibly.

However, The Internet also is host to a number of websites that are unethical, offensive, and inappropriate for children. This includes websites that glorify violence and degrade human sexuality. Visiting such websites through computer equipment belonging to Saint Nicholas of Tolentine School or while on Saint Nicholas of Tolentine property is unacceptable and will not be tolerated by any student, faculty, or staff member.

The use of the computers, equipment, and Internet is a privilege, not a right, granted to all students and staff at Saint Nicholas of Tolentine. If the privilege is abused, it will be revoked. The user (student, teacher, or staff member) is responsible for his/her actions in accessing the school's computer and Internet resources. Students are strongly advised never to access, keep, or send any information they would not want their parents or teachers to see; students are also advised to keep private information they do not want potentially leaked onto the Internet by another student.

**Data storage:** Data (school assignments, pictures, homework, spreadsheets, etc...) which a student wishes to save should be saved to a 3 ½ inch floppy disk, CD-ROM, or USB drive. Student data is not to be saved to the hard drive of any computer connected to Saint Nicholas of Tolentine network. The school reserves the right to read and/or delete any student data saved to the computers, and students will receive a warning that they are not to save to the school computers and/or network.

**Illegal copying:** Only software licensed to Saint Nicholas of Tolentine School or the Archdiocese of Chicago is to be installed on the computers in the school. Students are not allowed to download or install any commercial software, shareware, or freeware to the computers in the computer lab, classroom

computers, or the Saint Nicholas of Tolentine network. Students are also prohibited from opening files in another student's name without permission from the owner.

**Inappropriate materials and/or language:** The use of profane, abusive, and disrespectful language is prohibited on all Saint Nicholas of Tolentine computers and in Saint Nicholas of Tolentine School. Students are not to access materials, websites, files, videos, music files, chat rooms, etc... that are not in alignment with the rules and values taught by Saint Nicholas of Tolentine School. If a student encounters offensive materials by accident or chance, they are expected to report it to their teacher or another adult immediately so they do not lose their network privileges.

**Social Networking websites:** While websites such as MySpace, Facebook, Hoverspot, and Club Penguin, all others not excluded, are popular and interesting for students they are by no means appropriate for access on Saint Nicholas of Tolentine property. Social Networking sites are host to millions of users across the world and it is impossible to tell if another user is a child or a predatory adult. Students are forbidden from accessing such websites on Saint Nicholas of Tolentine property and are encouraged to avoid such websites until they are of age to use them responsibly. Chat rooms and forums are homw to predators who may try to harm children. Saint Nicholas of Tolentine School encourages students to avoid giving our personal information online to protect themselves, their families, and their classmates.

**Virus protection:** All files used by a Saint Nicholas of Tolentine School computer must be scanned for viruses before they are added to the network. Students are instructed that they should not open files sent over the Internet from unknown sources. A student knowingly opening a virus on the Saint Nicholas of Tolentine network will lose his/her network, Internet, and computer use privileges. Students are also taught that creating a virus for any computer or network is a serious offense and legal action is often taken.

**Gaming websites:** As all students know, the Internet is host to a number of websites that offer games and entertainment, in addition to the valuable information that can be found online. However, students must responsibly use these websites. Websites that are host to games that degrade human sexuality, glorify violence, and encourage disrespectful behavior toward other students, teachers, children, and/or adults are not accessible on the Saint Nicholas of Tolentine School network. Students are not allowed to play games that use weapons and encourage violence. If a student is found on a website that is host to violent and offensive games, they may lose their Internet and computer privileges. While most offensive and violent gaming websites are blocked on the Saint Nicholas of Tolentine network. New websites created hourly and the network administrators cannot keep up with blocking each site. Students are taught to avoid websites that degrade human beings and to use the Internet responsibly.

**Printing:** Students are welcome to print assignments for other classes using Saint Nicholas of Tolentine School computers. However, computer paper is very costly and students are not to abuse their printing privileges. If a student prints excessively, his/her privileges will be revoked and returned as the discretion of the teacher or network administrator. Also, printing assignments belonging to another student, photos or pages unrelated to school assignments, or any material that is offensive, degrading, and not in line with the values taught at Saint Nicholas of Tolentine School is unacceptable and will cause the student to lose his/her printing privileges.

## **Guidelines for Student Use of Saint Nicholas of Tolentine School Computers and Network**

1. Students are not to damage the computer or associated equipment in any way. This includes computers, monitors/screens, mouse, keyboards, chairs, desks, cords, and printers.
2. Students are not to use a computer or the Internet to harm other students or adults.
3. Students are not to use a computer or the Internet to abuse the work of other students.
4. Do not interfere with the operation of the Saint Nicholas of Tolentine School network by installing illegal software, shareware, or freeware.
5. Students are not to violate copyright laws at any time.
6. Students are not to view, send, or display offensive messages, websites, or pictures.
7. Students are not to waste limited resources such as hard drive space or paper by printing excessively or unnecessarily.
8. Students are not to trespass in the files or folders belonging to another student or teacher. This includes any and all folders available on the Saint Nicholas of Tolentine drive.
9. Students are not to share personal information, including names, addresses, phone numbers, ages, etc... belonging to them or to another student.
10. Students are to notify an adult, teacher, or staff member immediately if they encounter materials or messages that violate the rules of acceptable and appropriate use at Saint Nicholas of Tolentine School. Students are to notify adults if they encounter any material that makes them uncomfortable.
11. Students should be prepared to be held accountable for their actions on the school computers, network, and the Internet if the AUP is violated at any time. This includes loss of Internet access, and computer and printing privileges.

**Saint Nicholas of Tolentine School Acceptable Use Policy Agreement**

Parent/Guardian Permission Form and Use Agreement

I have read and understood the Saint Nicholas of Tolentine School Acceptable Use Policy about the appropriate use of the computers, Internet, and equipment at Saint Nicholas of Tolentine School. I have discussed this policy with my child. I understand that the agreement will be kept on file at the school. I understand that if my child violates the Acceptable Use Policy at any time, his/her privileges may be revoked.

My child, \_\_\_\_\_, may use the Internet while at school according to the rules outlined in this agreement.

**Parent/Guardian Name:**

(Please print) \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As a user of the Saint Nicholas of Tolentine School computer network, I understand and agree to follow the rules for using the computers, printers, network, and Internet at Saint Nicholas of Tolentine School.

**Student Name (please print):**

\_\_\_\_\_

**Student Signature:**

\_\_\_\_\_

**Homeroom Teacher:** \_\_\_\_\_ **Grade:** \_\_\_\_\_