

## APPENDIX F

### Acceptable Use Position Statement

All Saints Catholic School (ASCS) provides a wide array of technology resources for student use. This agreement, along with the Parent/Student Handbook, outlines appropriate use and prohibited activities when using technology resources. Every student is expected to follow all guidelines stated below, as well as those given orally by the staff, and to demonstrate good citizenship and ethical behavior at all times.

In accepting this agreement, students acknowledge the following rules and conditions:

As an ASCS student, I understand that my school network and school email accounts are owned by the school and are not private. ASCS has the right to access my school information and school accounts at any time.

I will use computers in conformity with laws of the United States and the State of Wisconsin.

Violations include,

- These include, but are not limited to, “hacking” or attempting to access computer systems without authorization, sending harassing email, cyberstalking others, viewing or sending child pornography, vandalism, and/or unauthorized tampering with computer systems.
- Publicly defaming people through the published material on the Internet, email, etc...
- Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other’s words or ideas as your own).

NETIQUETTE and RESPONSIBLE USE:

1. I understand that passwords are private. I will not allow others to use my account name and password, or try to use that of others.
2. I understand that All Saints Catholic Schools attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students/Parents making such threats (seriously, in jest, or online) will face disciplinary action. For students that may include detention, suspension and/or expulsion. For parents that may include having all forms of online communication with staff members blocked. I understand that I will be polite, respectful and use language befitting of a Christian environment in my email messages, online postings, and other digital communications with others.
3. I will not use any online resources, including school technology resources and sponsored school pages or links, to cyberbully.
4. I understand that Social Networking sites, blogs and any other online publishing continues to grow as a main form of communicating and connecting with people across the world. Everyone in the school community is expected to use all technology tools in a responsible and moral way. Remember that you represent All Saints Catholic School at all times whether online or in-person.
5. I understand that masquerading, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending our school e-mail, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else’s name as a joke. this includes accessing files, software, or other resources owned by others without the owner’s permission.

6. I will use ASCS computer resources responsibly. I will not retrieve, save, or display negative, offensive or sexually explicit material using any school computer resources. I am responsible for not pursuing material that could be considered offensive. I understand that I am to notify a staff member immediately if by accident I encounter materials which violate appropriate use.

7. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software, shareware, or freeware on school computers.

8. I will obey copyright guidelines. I will not plagiarize or use other's work without proper credit and permission.

9. I will follow all guidelines set forth by ASCS and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting, or video serve).

10. I understand that ASCS administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement.

11. I agree to abide by all Internet safety guidelines provided by the school.

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#### CONSEQUENCES FOR STUDENT VIOLATION OF THIS AGREEMENT:

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions could include suspension of computer privileges, school disciplinary action and /or referral to law enforcement.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

#### CONSEQUENCES FOR PARENT VIOLATION OF THIS AGREEMENT:

I understand and will abide by the above Acceptable Use Agreement. Should I commit a violation, I understand that consequences of my actions may include having all forms of online communication with staff members blocked and /or referral to law enforcement if necessary.

As the parent or guardian of this student, I have read the Acceptable Use Position Agreement. I understand that computer access is provided for educational purposes in keeping with the academic goals of All Saints Catholic School, and that student use for any other purpose is inappropriate. I recognize it is impossible for All Saints Catholic School to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school.

I hereby give permission for my child to use computer resources at All Saints Catholic School.

Parent or Guardian's Name (please print) \_\_\_\_\_

Parent or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_