

## **Computer User Policies, Middle School, St. Gerard Majella School 2016-17**

*Based on SGM School Board Acceptable Use Policy for Electronic Media and SGM School Board Internet and Electronic Communications Conduct Policy*

The school's information technology resources, including Internet access, are provided for educational purposes. The Internet, computers, and other electronic devices give students access to information, and allow them to engage in dialog with people of their own and other cultures. The advantages of using 21<sup>st</sup> Century tools far outweigh the risks. Nevertheless, St. Gerard Majella School is aware of the hazards of websites with objectionable material, and the potential for online harassment of students.

With the privilege of using these comes the responsibility to use them ethically. In order to protect students, we have established these acceptable use procedures. The student and the school share responsibility for safe, ethical, and productive use of the Internet, electronic media, and devices.

### **St. Gerard Majella School will**

- Provide access to the Internet, computers, and other electronic devices.
- Provide the opportunity for students to use technology to work together, solve problems creatively, and develop search skills.
- Ensure that filtering is in place to block inappropriate material, including websites that are offensive, obscene or pose a security risk.
- Ensure that no recognizable photos with full names of students appear on websites operated by the school.
- Teachers will provide guidelines for use of the Internet and monitor their use.
- Teachers will inform students of their rights and responsibilities toward electronic media.

### **Students must**

1. Respect and protect the privacy of others.
  - Use only assigned accounts.
  - Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about others or themselves.
  - Not send anonymous messages of any kind.
  - No personal addresses, personal phone numbers, or last names of students may be published on the Internet.
  - Not share movies, recordings, or images that include students or teachers of St. Gerard Majella School online unless given permission to do so.
  - Not use the camera or video recording capabilities of the laptop, Chromebook, or iPad unless given permission to do so.
2. Respect and protect the availability, and security of all electronic resources.
  - Observe all network security practices, as posted.
  - Report security risks or violations to a teacher or network administrator.
  - Not destroy or damage data, networks, or other resources or purposely make them more difficult to use.
  - Not damage laptops, laptop, Chromebook, or laptop, Chromebook, or

- iPads, or other devices on purpose or through careless behavior.
  - Not change the operating system, preferences or settings of computers or install software without permission.
  - Not make use of software or devices that bypass the school's Internet filter or network security.
  - Conserve, protect, and share these resources with other students.
3. Respect and protect the intellectual property of others.
- When working together with others, the student should not remove or change the contribution of a teammate without the agreement of the group.
  - Not infringe copyrights; that is, do not make copies of music, games, or movies without permission of the owner of the material.
  - Not plagiarize, that is, use the words or work of another without giving proper credit.
  - Files created with school equipment are the property of the school and may not be removed or altered without expressed permission of the school.
4. Respect and practice the principles of community.
- Communicate online in ways that are kind and respectful.
  - If the student chooses an image to attach to his or her profile of the school Google account, it must be appropriate.
  - Report electronic messages that are uncomfortable, including bullying, threats, or disturbing images to a teacher or administrator.
  - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are offensive, threatening, rude, discriminatory, or meant to harass).
  - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - Not use the resources to do things that are criminal or violate the school's code of conduct.
  - Not buy, sell, or advertise unless approved as a school project.
  - Always give credit to the source of information or images, and never copy without permission.

#### **Students may, if in accord with the above**

1. Design and post web pages and other material from school resources.
2. Use direct communications such as online chat, or instant messaging for educational purposes, with a teacher's permission.
3. Use the resources for any educational purpose.

#### **Use of Blogs, wikis, podcasting and other new web tools**

Online communication is critical to our students' learning of 21st Century Skills. Tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression.

- Interactive uses of the Internet, including classroom blog, student

protected e-mail, podcast projects, photo posting or editing, or other Web use must follow the Internet safety guidelines outlined above.

- No personal addresses, personal phone numbers, or last names of students may be given out on the Internet.
- Students agree not to share their username or password with anyone except their teachers and parents.
- Students agree to treat online as classroom spaces. Speech that is inappropriate for class is also inappropriate for online communication.

### **Use of cell phones or other wireless devices**

- Cell phones may not be used during the school day without teacher permission. This includes voice and text communication and camera capabilities.
- For class projects, some students may wish to use the camera of the cell phone. This is permitted if parents have signed and returned the St. Gerard Majella Cell Phone User Policy and the use is for an educational purpose.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources, or suspension from school. In severe cases, disciplinary action as stated in the SGM School Board Internet and Electronic Communications Conduct Policy will apply.

**Supervision and Monitoring:** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with these procedures. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

### **I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Please print your first & last name.**

\_\_\_\_\_  
Parent/Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_ As a parent or legal guardian or the student named above, I grant permission for my son or daughter's school work to be published without identifying name or caption, to appear on any school or teacher website connected with **St. Gerard Majella School**.

**Parents, please discuss these procedures with your son or daughter to ensure he or she understands them. These procedures also provide a good framework for your son or daughter's use of computers at home, at libraries, or anywhere.**

For more information, see **[www.cybercrime.gov](http://www.cybercrime.gov)**.

<http://www.cybercrime.gov/rules/acceptableUseProcedures.htm>

Franklin Parish School Board, "Acceptable Use Procedures and Internet Safety Agreement"

[http://74.125.95.132/search?q=cache:UB6t\\_yPXlhgJ:www.nls.k12.la.us/~fpsb/AUP-0809.doc+Franklin+Parish+School+Board,+\"Acceptable+Use+Procedures+and+Internet+Safety+Agreement\"&cd=1&hl=en&ct=clnk&gl=us](http://74.125.95.132/search?q=cache:UB6t_yPXlhgJ:www.nls.k12.la.us/~fpsb/AUP-0809.doc+Franklin+Parish+School+Board,+\)