



St. Cecilia School Network Acceptable Use Policy- Students

St. Cecilia School provides technology resources to support the educational goals and mission of our school. The use of these school resources is limited to forwarding St. Cecilia's educational objectives.

Users of the St. Cecilia School network agree to follow the rules and code of ethics in all of their work with computers while attending St. Cecilia School. Users understand the following...

Network Resources that are available include access to the internet, shared network drives, hardware, and educational programs. To ensure that all resources run smoothly, users agree to:

1. Use all resources for educational purposes only. Students must get teacher approval before using any games, listening to music, or watching video.
2. Use flash drives and other storage media responsibly. Users will use storage media to transfer only educational material to and from school. Users will not download, upload, or install software or files without authorization.
3. Use shared drives responsibly. Users will use shared student or staff drives to collaborate and submit assignments electronically, and will access only those files which represent their work.
4. Respect the network environment and maintain all general settings. Users will not change backgrounds, move icons, change icon names, or delete icons on the network.
5. Abide by all copyright laws.

Communication is facilitated through the use of technology, and netiquette (network etiquette) is expected at all times. Users agree to...

1. Be polite. Never send messages, make comments, distribute or download material that is not polite or that is offensive.
2. Use appropriate, respectful language consistent with your position as a representative of St. Cecilia School.
3. Use communication tools only for school purposes. Users will not use e-mail, chatrooms, blogs, and social networking sites for personal use.

Security is a high priority, especially when the system involves many users. Users agree to...

1. Notify a teacher or network administrator immediately if they identify a potential problem. Do not demonstrate the problem to other users.
2. Read all message boxes while on the Internet. Pay attention and know what you're clicking, and do not randomly click yes/no/download. Ask a teacher if in doubt.
3. Login using only their authorized username and password.

Vandalism is any malicious attempt to harm or destroy data, files, or information of another user; the uploading, downloading or creating of computer viruses; or any malicious attempt to harm or destroy school equipment or materials. Users agree to...

1. Use all resources with care.
2. Report unacceptable use of resources to a teacher.

The attached Agreement Form governs the use of St. Cecilia School network. The signed form must be on file before an account is issued. Signing the form indicates that you have read the entire document, discussed its implications, and agree to abide by the rules governing network access as stated in this policy. It further indicates that you will not hold St. Cecilia School, its personnel, the Diocese of Orange, or any of its personnel liable in the event of breach of this policy by the user.

PLEASE NOTE: St. Cecilia School reserves the right to modify this policy as needed.



St. Cecilia School Network Agreement Form- Students

There are multiple computers available in the school's library, computer lab, and classrooms for students in both instructional and less supervised settings. Some of these computers have access to a wide range of educational materials by means of computer networks and online services. I understand St. Cecilia School has taken reasonable steps to ensure that the network is used only for purposes consistent with curriculum and to restrict student site access.

As the parent/guardian of the student listed below, I understand and accept that the school staff cannot individually monitor all of the information my child is able to access, download, or transmit from these computers. I also accept that it is impossible for school staff to completely prevent access to inappropriate or controversial materials.

My child and I have discussed this topic and understand that the accessing, saving, and distribution of any inappropriate or controversial materials and will not be tolerated. Any action inconsistent with the Acceptable Use Policy may result in my child's loss of computer use at school and may also result in other disciplinary action by the school.

Please complete and sign this form and return it to St. Cecilia School by Friday, September 4, 2009.

Please check the appropriate box:

- I have read St. Cecilia's Acceptable Use Policy and discussed it with my child. I give permission to St. Cecilia School to allow my child access to network or online services.
- I DO NOT give permission to St. Cecilia School to allow my child access to network on online services, and I have directed my child not to access these services.

I hold the teachers, staff members of St. Cecilia School, and the Diocese of Orange harmless and not legally liable for materials distributed to and acquired from the School's computers.

Parent/Guardian Name

Parent/Guardian Signature

Date

Student Name

Student Signature

Date