







## APPENDIX E

### SAINT COLUMBA CATHOLIC SCHOOL STUDENT INTERNET USER AGREEMENT

*Please read this document carefully before signing.*

#### PURPOSE:









Computers and the Internet have become essential tools in the education of students and teachers. The vast, valuable, diverse, and unique resources that are available through technology must always reflect our Catholic Christian values. Our goal in providing this service is to promote educational excellence and faith formation by facilitating resources, sharing innovation, and promoting Christ-like communication. Through the use of technology, students and teachers have access to:
















-  Electronic mail - All emails are property of St. Columba School. The Administrator/Technology Instructor reserves the right to control and monitor all transmissions.
-  Browse the World Wide Web.
-  Public domain software and shareware of all types.
-  University Catalogs and the Library of Congress.
-  School network
-  Use of school technology hardware and software for educational purposes
  - Laptop
  - Projector
  - Flash drives
  - Digital cameras
  - Digital camcorder
  - GPS systems
  - Computers with networking and Internet capabilities
  - Storage folders
  - Various collections of educational software
  - Scanners

With access to computers and the internet comes the availability of material that may not be considered to be of educational value in the context of the school setting. St. Columba School has taken precautions to restrict access to controversial material.

#### GOALS:

Internet access and computer use relies upon the proper conduct of the user who must adhere to strict guidelines. These guidelines are listed below. **Student and parent/guardian signatures at the bottom of this document indicate that the signers understand the terms and conditions and agree to abide by them.**

-  Computers, computer hardware, and computer software are only to be used for academic purposes or other authorized activities.
-  All users will be required to have Internet Safety training. (Provided by Technology Instructor)
-  Technology Instructor, Faculty, and Administration have the right to monitor and to judge the acceptability of all activities.
-  Students (grades 3 to 8) will be assigned a user name and password in order to access the World Wide Web. (With approval and supervision) This password should not be given to any other student.
-  Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources is forbidden.
-  Students may not use or alter anyone else's password.
-  Students may not destroy another user's data.
-  No user may deliberately attempt to degrade the performance of any computer system. Users will not move, repair, reconfigure, modify, or attach external devices to the system.

-  Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal as well as immoral.
-  Use of the Internet for personal gain or profit is not allowed from an educational site.
-  Students may not monopolize the resources of any St. Columba School Network System.
-  Students will not play computer games unless assigned by a teacher for educational purposes.
-  Students may not access personal email accounts. The Technology Instructor will closely monitor all emails.
-  Students are not permitted to enter chat rooms.
-  Students are not allowed to visit Blog web sites, post Blogs, or visit any social networking site – i.e. Myspace.com, Facebook, etc.
-  Use of E-mail and any other Internet facilities to harass, offend, cyberbully, or annoy other users is strictly forbidden. Fraudulent, harassing, violent, libelous, obscene, discriminatory, religiously offensive, ethically offensive, and other inappropriate materials or messages may not be e-mailed, printed, requested, displayed, uploaded, downloaded, or stored.
-  Cyberbullying of or by any student, in or out of school, will be addressed by school authorities in accordance with St. Columba and Diocesan policy as mandated by Pennsylvania School Code. Cyberbullying does not conform to Christian values, it will not be tolerated.
-  Transferring copyrighted material at St. Columba School without the express permission of the owner is a violation of Federal Law. All work on the Internet is copyrighted. Students will not plagiarize works they find on the Internet. **Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.** The illegal downloading of copyrighted software for use on home and school computers is prohibited. The user is responsible to see that this does not occur.
-  To eliminate the spread of viruses, all storage devices must be scanned before use.
-  For reasons of personal safety, students will not post any personal information about themselves or others. This includes addresses, telephone numbers, school address, photos, etc.
-  Students will not knowingly or carelessly post false information about a person(s) or organization(s).
-  All communications and information accessible via any St. Columba Network system must be assumed to be school property.
-  Additional rules and restrictions may be added at anytime as needed.

## SECURITY:

If any student experiences a problem on the Internet, the student must inform the Technology Instructor **immediately**. If the Technology Instructor is not available the student must inform his/her homeroom teacher or the principal. Do not demonstrate the problem to another student. Never use another student's name, username, or password.

## VANDALISM:

**Vandalism is defined as any malicious attempt to harm or destroy computer equipment, data of another user, the Internet, or other networks or agencies that are connected to the Internet.** This includes, but is not limited to, creation of viruses, unauthorized access, or changing online materials. Restitution for damage to school computers and/or software applications will be the responsibility of the student and his/her parents/guardians. The Administration will determine further disciplinary action according to Diocesan and local school policy.

## SANCTIONS:

Students who disregard the User Agreement policy will lose computer use privileges at St. Columba School. The Administration will determine further disciplinary action according to Diocesan and local school policy.

The attached agreement must be signed and returned at the beginning of each school year. All students Kindergarten through Grade 8 must also sign the Student Internet User Agreement Form. **No student may have access to Internet privileges at St. Columba School without both student and parent/guardian signatures on file.**

**Only the agreement form is to be returned. The document is to be retained by the family.**

## SAINT COLUMBA CATHOLIC SCHOOL STUDENT INTERNET USER AGREEMENT FORM

STUDENT - I have read, understand, and agree to abide by the *Saint Columba Catholic School Student Internet User Agreement* provided to me by St. Columba School. I understand that any violation of the regulations included in this document is unacceptable and may constitute a criminal offense. Should I commit any violation of the policies contained therein my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be warranted.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Grade: \_\_\_\_\_

PARENT OR LEGAL GUARDIAN - As the parent or legal guardian of the above listed student, I have read, understand, and agree to abide by the *Saint Columba Catholic Student Internet User Agreement*. I understand that access to the Internet is designed for educational purposes only. However, I also recognize it is impossible for St. Columba School to restrict access to all controversial materials. I agree not to hold St. Columba School liable for the materials, which students may acquire on the Internet that was not authorized, not approved, or unknown to school personnel. I hereby give permission for my child to use the Internet for educational purposes only.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Only the agreement form is to be returned. The document is to be retained by the family.**