School Policy Regarding Computer Use, Technology and Internet Access

Please read the following carefully, as it provides information about the responsibilities and expectations regarding use of school computers, access to the school's computer network and the Internet. These guidelines apply to use in the classroom and the Computer Lab during school hours as well as during extracurricular activities such as Yearbook and Student Council.

Misuse of school computers, abuse of network and Internet privileges or failure to follow the rules and guidelines outlined below will result in disciplinary consequences as outlined in the St. Martin of Tours Academy Family Handbook. Be advised that if it is determined by the network administrator that a user should be denied access to school computers, the campus network or the Internet as part of a disciplinary consequence, this will negatively impact the user's ability to do class work and receive a grade.

All electronic communications to or from St. Martin of Tours Academy shall reflect Christian principles upon which the school is founded, in support of its educational goals. Likewise, all material created using school technology, or accessed by school technology, will reflect the same moral foundation.

St. Martin of Tours Academy reserves the right to impose consequences for inappropriate use of technology off campus. This would include harassment, cyberbullying, using the school name, remarks directed to or about teachers, offensive communications and safety threats, impersonating or otherwise representing yourself as someone else in electronic communication.

I. Computers, electronic devices and related items.

Classroom and Computer Lab computers are school property, set up to accommodate all grade levels. Students shall refrain from personalizing settings such as (but not limited to) color coding files, setting up "hot corners", changing the desktop layout or display, and changing the screen saver. Changes such as these are distracting and often frustrating for the younger users.

The following guidelines apply:
- Software provided by the school is considered the property of St. Martin of Tours Academy and should not be copied or shared beyond what is expressed in the licensing agreement.
- The use of flash drives or other USB devices not owned by St. Martin of Tours Academy requires permission from a teacher or other qualified staff member.
- Students shall not download or install commercial software, shareware, or freeware on to school computers unless directed to do so by a teacher or other qualified staff member.
- Students shall refrain from printing anything unless asked to do so by a teacher or other qualified staff member. Unnecessary printing wastes resources such as paper and ink.

II. Campus Network

Accessing the computer network is prohibited by students unless they are under the direct supervision of a teacher or other qualified staff member. Students may be directed to access the Computer Lab network during computer class to submit a completed assignment or to transfer files when changing computers. Students will not be directed to access the network from classroom computers. Users are not to disrupt the network.

III. Internet

Computers at St. Martin of Tours Academy are connected to the Internet. Administration and staff will choose resources on the Internet that are appropriate for classroom instruction and/or research based on the needs, maturity, and ability of students. Students will be taught to critically evaluate Internet resources for content, clarity, currency, bias and authorship. They will learn to properly cite what they use with respect to copyright and fair use doctrine.

Students will have access to:
- Information, including online databases and news from a variety of sources and research institutions.
- A variety of web-based programs to publish content on the Internet.
- Collaborative web-based programs for the purpose of project based learning, in a controlled environment.
- Educational websites and electronic learning resources.

IV. Responsibilities

St. Martin of Tours Academy has taken reasonable precautions to restrict access to "harmful matter" and to materials that do not support approved educational objectives. However, on a public network it is impossible to control all materials. "Harmful matter" means matter that, taken as a whole by the average person applying contemporary statewide standards, describes in a patently offensive way material which lacks serious literary, artistic, political, or scientific value for minors (California Penal Code, Section 313).

V. Acceptable Use

St. Martin of Tours Academy provides access to computers, the campus network, the Internet and other technology to enhance teaching and learning with 21st Century tools and resources. Their use must be in support of education and research which is consistent with the educational objectives of St. Martin of Tours Academy. Use of another organization's networks or computing resources must comply with rules appropriate for that network.

VI. Prohibited Use

Transmission of material in violation of any federal or state law is prohibited. It is expected that all communication will be presented in a way that is in keeping with our Christian commitment

to kindness and justice. Prohibited computer use and electronic communication includes, but is not limited to:

a. Harassment, intimidation or bullying by using information and communication technologies (cyberbullying).
b. Transmitting information which violates or infringes upon the rights of any other person.
c. Defamatory, inappropriate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
d. Advertisements, solicitations, commercial ventures, or political lobbying.
e. Any information which encourages the use of controlled substances or the use of the system for the purpose of inciting crime.
f. Using or creating material which violates copyright laws and fair use doctrine.
g. Accessing personal email, instant messaging, online gaming and social network accounts (i.e. Club Penguin, GaiaOnline, Facebook, World of Warcraft).
h. Accessing another student's material with the intent to harm their work, either maliciously or in fun.
i. Any vandalism such as unauthorized access, "hacking", tampering with hardware or software, including the introduction of viruses (California Penal Code, Section 502).

VII. Security

Security on any computer system is a high priority, especially when the system involves many users. A user who identifies a security problem with a computer or network must notify the supervising adult immediately. Do not demonstrate the problem to other users. The supervising adult will document the issue and inform the administration so that corrective action can be taken.

Any user identified as a security risk or having a history of problems with other computer systems may be denied access to school computers.

VIII. Privacy

St. Martin of Tours administration and staff will monitor and review material on school computers and online classroom sites. Students should not expect that material they create or ideas they express are their own private domain. Material deemed inappropriate or irresponsible by administration or staff will be deleted, and disciplinary consequences applied.

- Students shall respect the privacy of peers by not accessing files and folders which do not belong to them.
- Students should not post pictures or other information that is intended to be private on school computers or online classroom sites.
- Before publishing a student's picture, name or work on the Internet, the school must have on file a parent release authorizing publication.

IX. Vandalism

Vandalism will result in disciplinary consequences. Violation of any federal or state law is prohibited. Vandalism includes, but is not limited to the following:

- Writing on a computer, a mouse, mouse pad or other accessory.
- Physical damage to computers or equipment resulting from intentional misuse.
- Uploading or creating computer viruses (California Penal Code Section 502.b.10).
- Knowingly accessing, and without permission, altering, damaging, deleting or destroying data, computers or systems (California Penal Code Section 502.c).

X. Cyberbullying, Cyber Ethics and Online Safety

Cyberbullying occurs when minors target each other using the Internet, interactive and digital technologies or communication devices to convey a message in any form (text, image, audio, or video) that intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner.

Students will refrain from using personal communication devices or school property to cyberbully one another. Cyberbullying may include, but is not limited to:

a. Spreading information or pictures to embarrass someone.
b. Heated, unequal argument online or electronically that includes making rude, insulting, hurtful, vulgar or profane remarks.
c. Isolating someone from their peer group by blocking their texts, email or other electronic communication without warning, provocation or explanation.
d. Using someone else's screen name or user I.D. and pretending to be that person.
e. Forwarding information or pictures meant to be private.

To maintain safety, students shall not reveal personal information online (their own, or that of others). This includes first and last names, personal email addresses, home address, phone numbers and passwords.

St. Martin of Tours Academy will educate students about the ethics and dangers regarding cyberbullying. Programs are in place to address cyberbullying, cyber ethics and online safety during computer classes at all grade levels, in a manner that is appropriate to each grade level. Administration and staff are committed to working with families to find a remedy when issues regarding cyberbullying, cyber ethics or online safety arise, either on or off campus.

Parents are encouraged to obtain the user name and password of their student's classroom accounts. Although the school strongly discourages students from having personal email, cell phones, and online or social networking accounts at an elementary school age, it is recommended that parents obtain the user name and passwords and periodically check them for appropriate use and content. It is also recommended that computers be placed in a central room in the home.

**St. Martin of Tours Academy Computer Use,
Technology and Internet Access Student and Family Contract   (Grades 1-8)**

- As a student of St. Martin of Tours Academy, I agree to abide by the school's policy regarding computer use, technology and Internet access. Initial _____

- My parents/guardians have read the policy and discussed the school's expectations with me. Initial _____

- I understand that if I do something which results in my no longer being able to use the school's technology equipment, or if I am suspended from using the school's technology equipment for a period to time, it will result in my not being able to complete course work and receive a grade.   Initial _____

- I will treat the school's property with respect and will report any abuse or misuse of equipment to my teacher. Initial _____

- I will treat other students with respect and will report to my teacher any activities that do not comply with our St. Martin of Tours Commitment to Kindness and Justice. Initial _____

- Material I create electronically will reflect the Christian moral principles which are instilled within me by my family and through St. Martin of Tours Academy. Initial _____

- I will not disrupt the network by accessing computers or files that are not assigned to me. Initial _____

- I will not purposely damage school technology equipment either physically or by installing a virus or downloading other harmful software. Initial _____

- I will not purposely destroy, alter or delete other people's work to be mean or just for fun. Initial _____

- I will not copy data, information, or material from another student or the Internet and try to pass it off as my own work. Initial _____

- I will not access personal email, instant messaging, online game sites and social networking sites such as Club Penguin, World of Warcraft, Facebook and YouTube on school computers. Initial _____

- I will treat our school and members of our school community respectfully in all communication using technology, whether I am in school, at a school function or another outside activity. Initial _____

- My family has explained to me that if there is a problem with how I express myself using technology, the school may hold me accountable. Initial _____

_____
Family name (please print)

_____   _____
Student signature (print or cursive)   Grade

_____   _____
Parent/Guardian Signature   Date

**This agreement is in effect for the 2012-2013 school year. It will be on file in the school Computer Lab.
It will be reviewed in class and referred to throughout the school year.**