

Student Computer Usage Policy and Internet Access Agreement

ST. JOSEPH ACADEMY

Department:	Information Technology
Number:	210.4
Effective Date:	August 22, 2016
Review Date:	March 26, 2021
Revised Date:	March 3, 2020
Page:	1 of 5

- I. **Policy:** St. Joseph Academy (SJA) provides access to various computer resources, including the school network, and the internet. These resources are available to facilitate the learning process in a supportive school environment and to provide quality learning outcomes for our students. SJA encourages students to become familiar with the use of information technology in the achievement of learning outcomes and personal learning goals.

It is our policy as a responsible member of the school community that all students will follow and adhere to the guidelines established below. These guidelines are based on respect, common sense, school rules and procedures, and other state and federal legislation.

- II. **Procedures:** For the benefit of all users, students are expected to observe the following:

A. Use of Information Technology Equipment

It is expected that all students will respect the information technology equipment with which they have been provided, and realize that using this equipment is a privilege and not a right. This privilege can be withdrawn, if necessary, at the discretion of Teachers and Administration at SJA.

Access protocols include:

- Use computers for the purpose directed by the Teacher in charge. Students are not to play games or use other software unless the teacher has given specific permission for this.
- Do not tamper with the computer system.
- No computing or electronic devices should be brought to the school by any student unless specifically allowed by the Teaching staff or Administration.
- Do not swap around any equipment. For example, do not change the keyboard, mouse, or other equipment from one computer to another.
- Report all equipment malfunctions to the Teacher immediately.
- Computers are not to be used unless permission has been granted by an appropriate SJA staff member.

B. Printing

SJA has provided printing facilities for students to obtain printouts of their work. Students are expected to use the printers for school purposes only and endeavor to keep paper waste to a minimum.

- **Before printing, always proofread, spell check, and print preview your document.**

- **When completely satisfied with the final product, print your document.**
- **Place unwanted printouts in the recycling box.**

C. Use of the Internet

Students may use the Internet to locate information, send electronic mail, browse documents or images, and to play educational games. Students will use the Internet for educational purposes in curriculum projects with the assistance and guidance of their teachers.

Educational institutions use the Internet for the following:

- Electronic mail
- Accessing information
- Testing
- Curriculum projects
- Educational games

There has been a lot of media attention on the unacceptable materials found on the Internet. SJA has taken measures to block offensive Internet sites but there is no guaranteed means of preventing students' exposure of this material. SJA has developed monitoring strategies by providing appropriate levels of supervision to students using the Internet. SJA has the technology to determine the Web sites that have been visited by computer and user logon. Another strategy at SJA is developing responsibility and awareness of Internet usage amongst teachers, parents, and students, and of possible problems and procedures to deal with those problems.

D. Role of the School

SJA undertakes a commitment to provide appropriate and financial resources to facilitate the successful incorporation of access to Information Technology services throughout the school in accordance with established SJA policies and procedures. In addition, SJA will actively support the professional development of all staff to ensure the effective inclusion of information technologies, including relevant information technology skills, into the school's curriculum.

E. Role of the Staff within the School

SJA expects that each staff member will aim to incorporate appropriate use of electronic information throughout the curriculum (as they would any other curriculum resource) and that teachers and staff will provide guidance and instruction to students in the appropriate use of such resources. SJA Staff will facilitate student access to curriculum information resources appropriate to the individual student's instructional needs, teaching styles, abilities, and developmental levels.

F. Role of Parents

Parents and guardians are ultimately responsible for setting the standards that their children should follow when using media and information sources, and ensuring that these standards are met. SJA expects that these standards will be in accordance with SJA's Mission Statement, Student Code of Conduct, and other school policies including, but not limited to, the signed SJA internet Access Agreement.

G. Role of Students

Students are responsible for appropriate behavior on the school computers as detailed in the school's Student Code of Conduct. Students must comply with specific computer rules including those outlined specifically with the Computer Usage Policy and Internet Access Agreement.

Communications on the school computers should be considered public domain, and users should not expect that files stored on school equipment will always remain private. In addition, storing files

on the school's computers should not be considered permanent as these same computers move from classroom to classroom as needed. Individual users of the schools computers are responsible for their behavior and communications on these resources. Students will not bring unapproved electronic devices to schools such as video or audio recording equipment. It is presumed that students will comply with school standards and will honor the agreements they have signed.

Respect the computer equipment as if you had paid for it yourself. Keep the computers, mice, and keyboards clean and free from physical damage.

H: Copyright

Students are expected to respect and adhere to the laws concerning copyright and other people's Intellectual property. Students must have permission before copying files from another user. Copying files or ideas belonging to another user or author without their permission may constitute plagiarism or theft.

I. Breach of Rules

Breaches of this Policy and the Internet Access Agreement may result in students being excluded from using the schools computer equipment and/or other disciplinary action as per the Behavior Management Plan.

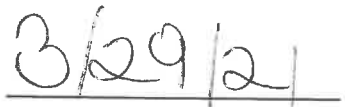
(Student and Parent/Guardian Internet Access Agreement signatures follow on pages 4&5)

Approved by:



President / CEO

Date:



3/29/21

Student Internet Access Agreement

Students are encouraged to become familiar with the use of the Internet and Information Technology. This agreement must be signed by students and parents/guardians annually and returned to the School Office in order for access to the Internet through SJA's computer network. Parents/guardians are encouraged to contact the appropriate personnel at SJA if they require more Information about this form.

Student

I understand that the Internet **can** connect me to useful information. While I have access to the Internet, I will follow all rules as stated in the **Computer Usage Policy**.

- Only use the Internet for the purpose directed by the teacher.
- Use the Internet solely for educational purposes.
- Respect the rights and privacy of other users.

I will not:

- Reveal any private information such as another person's name, address or phone number.
- Attempt to retrieve, view or disseminate any obscene, offensive or illegal material.
- Send anonymous or falsely addressed electronic mail.
- Download or print information without permission from my teacher.
- Use any Social media Web sites.
- Use chat channels/sites.
- Disclose my home address, telephone number, credit card, or any other personal information while on the Internet.
- Attempt to change or tamper with the computer network in any way.

If I accidentally come across something that is illegal, dangerous or offensive, I will:

- Minimize my screen
- Immediately and quietly inform my teacher.

I understand that if SJA decides I have broken this Agreement, I may be prevented from using the Internet for a specified period of time.

(Student name - Please Print)

Oass

(Student signature)

Date

Parent/Guardian Internet Access Agreement

I understand that the Internet can provide students with valuable learning experiences. I also understand that, although unlikely, it may provide access to information that is illegal, dangerous or offensive.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information must depend upon responsible use by the students.

I give permission for _____ to use the Internet on SJA computers. I understand that students who break the Computer Usage Policy and Internet Access Agreement may be prevented from using the school's computers and/or have disciplinary action taken against them.

Parent or Guardian's name - Please Print

Parent or Guardian's Signature

Date