**ST. ANNE SCHOOL**

*Enriching heart, mind & soul*

Accredited by the Middle States Commission on Elementary Schools
Parish School for St. John Neumann & St. Anne Parishes

1924

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# ACCEPTABLE USE POLICY

**Purpose**

Computers and iPads are valuable tools for education at St. Anne School. The administration/faculty/staff encourage the proper use of all computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below. Written consent for the use and the access of the Internet and the server will be required in writing for each student and kept on file for each new school year.

**Goals**

- To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.

- To enable students to work effectively with various computer/communication technology.

- To encourage critical thinking and problem solving skills which will be needed in this increasingly electronic and global society.

**Limits on St. Anne Liability**

- St. Anne will not certify that the filtering service, provided through Open DNS, will always be free of errors.

- St. Anne School will not be responsible for any data that may be lost or for any interruption in computer services or any other inconveniences the user may experience.

- St. Anne School will not be responsible for any willful damages incurred by a user, to a computer, the operating system or the network.

**Responsibilities of User**

Christian morality obliges each person to use all things in ways that are good and meaningful for human development. With right of access comes the responsibility to use the source both correctly and wisely. St. Anne School students and staff and all those who use the school's computers are expected to exercise wise judgment, common sense and good taste in selecting sites and material from the Internet. Staff will assist in monitoring Internet sites used but it is the responsibility of each user to monitor his/her use of technology resources, especially the Internet.

**General Guidelines for use of the Internet**

- Computers and iPads are to be used only for the purpose of academic or other authorized activities.
- The Principal/Network Administrator/Computer Teacher/Technology Coordinator has the right to monitor and to judge the acceptability of all activities. Students may not attempt to deprive authorized personnel of any necessary supervision or access.
- Any attempt to go around system security, (hacking or any unauthorized activity) guessing passwords or in any way gain access to secured resources is forbidden.
- Uses of proxy sites or another other means to circumvent filtering software is strictly prohibited.
- 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 systems with consent from authorized school personnel.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- E-mail may be used in correspondence with professionals or regarding subject matter relevant to research. Student e-mail using Gmail assigned through the school is the only email to be accessed by students at St. Anne's.  Personal e-mail is not permitted.
- No student is allowed to enter a chat room. Staff and other adult users are likewise asked to avoid chat rooms when using the school's computer unless it has a specific educational purpose.
- Use of electronic mail and other Internet facilities to harass, offend or annoy other users or students while in school or at home is strictly forbidden.
- Transferring copyrighted material to or from St. Anne School without express permission of the owner is a violation of Federal Law. The student is deemed responsible to see that this does not occur.
- Deliberate spreading of a virus through the use of the Internet or a disk is strictly forbidden.
- Additional rules and restrictions may be added at any time.


**Internet**

St. Anne School will adhere to the policy as stated in the Diocese of Harrisburg Policy Handbook. It includes the following paragraph from Policy 6230:


> *"The Internet is a public forum with unrestricted access. For this reason, the schools in the diocese restrict permission for the posting of information related to the school, the staff, and students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration.  The posting of any such information on any website, social networking site, bulletin board, chat-room, e-mail, or other messaging system without permission, or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed  appropriate by the administration of the school, or by the diocese."*

## Computer and iPad Use Rules

1. **Protect privacy**. For reasons of personal safety, students will not post personal contact information about themselves or other people. This may include address, telephone number, school address, etc. Students will not knowingly or carelessly post false information about a person(s) or organization(s).
2. **Research honestly**. Consider that 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. All sources for research taken from the Internet for projects must be documented correctly.
3. **Respect life**. 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.
4. **Respect property**. 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.
5. **Settings** – Students will not deliberately change computer or iPad settings unless instructed by a teacher or staff member.

## Sanctions

The use of the Internet, server, and computer equipment is a privilege, not a right. Attempts at inappropriate use will result in the **cancellation** of those privileges. If there are violations of this privilege, depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the server or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under appropriate school and diocesan policies, or civil or criminal liability under other applicable laws.

1. Students who do not use Internet and other computer resources in an ethical manner will lose computer use privileges at the school. The Principal/Computer Teacher/Technology Coordinator will determine if further disciplinary action is necessary.
2. Disciplinary or legal action may be taken by the school or by other interested parties.

## Legal Issues

Laws governing computer use currently exist in Pennsylvania. Violations of the above policies may constitute a criminal offense punishable under Pennsylvania or United States Federal law. As an example, under Pennsylvania law, ". . . it is a felony punishable by fine up to $15,000 and imprisonment up to seven years for any person to access, alter, or damage any computer system, network, software, database, or any part thereof, with the intent to interrupt the normal functioning of an organization (18 Pa. C.C. 3933)(a)(1) . . ."

" . . . Disclosing a password to a computer system, network, etc., knowingly and without authorization, is a misdemeanor punishable by a fine of up to $10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software (18 Pa. C.S. 3933)(a)(2) and (3) . . ."

# Web 2.0 Tools

## Use of New Web Tools

Online communication is critical to our students' learning of 21st Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. However, such technologies can open up real dangers to students. So, expectations for classroom blogs, wikis, student protected e-mail, and podcast projects or other Web interactive use must follow all established Internet safety guidelines. Part of the process of using Web 2.0 tools is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. General Guidelines for Internet Safety follows:

## Blogging/Podcasting Terms and Conditions

- The use of blogs, wikis, podcasts or other Web 2.0 tools is an extension of a classroom and school. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other Web 2.0 tool. This includes but is not limited to profanity, racist, sexist or discriminatory remarks.

- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.

- A student should NEVER post personal information on the web (including, but not limited to, last names personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.

- A student should NEVER link non-school sites that are hosted on remote, non-school web servers from your class's blog or wiki. Example: personal MySpace or Facebook pages.

- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), student need to realized that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to separate personal blog, commenting on someone else's blog, etc.), the account should be treated as a school blog and follow these guidelines. Comments made on blogs are monitored and will be deleted when inappropriate.

- Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting.

- Students using such tools agree to not share their user names or password with anyone besides their teachers and parents and treat blogspaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.

- Students who do not abide by these terms and conditions may loose their opportunity to take part in the project and be subject to consequences spelled out by the student handbook.

- Students should respect and protect the intellectual property of others by not plagiarizing or infringing on copyrights on any school computer or through the use of Web 2.0 tools. (No making illegal copies of music, games or movies)

*Cyberbullying Clause*

**Purpose**

- St. Anne School strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of St. Anne School to maintain an educational environment in which bullying and cyberbullying in any form are not tolerated.

**Authority**

- All forms of bullying and cyberbullying by St. Anne School students are hereby prohibited. Anyone who engages in bullying or cyberbullying in violation of this policy shall be subject to appropriate discipline.

- Students who have been bullied or cyberbullied shall promptly report such incidents to the designated employees.

- Complaints of bullying or cyberbullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified. Neither reprisals nor retaliation shall occur as a result of the submission of a complaint.

- St. Anne School shall annually inform students that bullying or cyberbullying of students will not be tolerated.

**Definition**

**Cyberbullying** includes, but is not limited to, the following misuses of technology:

- harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of St. Anne School by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs) using both school and at home technology. All forms of cyberbullying are unacceptable and, to the extent that such actions are disruptive of the educational process of St. Anne School, offenders shall be the subject of appropriate discipline.

**Bullying** shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear or physical, emotional or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property;

5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

6. The term "bullying" and "cyberbullying" shall not be interpreted to infringe upon a student's right to engage in legally protected speech or conduct.

**Delegation of Responsibility**

- Each staff member shall be responsible to maintain an educational environment free of bullying and cyberbullying.

- Each staff member will be responsible for teaching internet safety.

- Each student shall be responsible to respect the rights of his/her fellow students and to ensure an atmosphere free from all forms of bullying and cyberbullying.

- Students shall be encouraged to report bullying or cyberbullying complaints to St. Anne School employees.

- All employees who receive a bullying or cyberbullying complaint shall investigate to determine if bullying or cyberbullying has occurred. If the behavior is found to meet the definition of bullying or cyberbullying, written documentation must be submitted to the building principal.

- The building principal or his/her designee will inform parents of the victim and person accused.

**Guidelines Complaint Procedure**

1. A student shall report a complaint of bullying or cyberbullying, orally or in writing, to a St. Anne School employee.

2. The St. Anne School employee will investigate the alleged conduct that occurred.

3. The St. Anne School employee may ask assistance from other St. Anne School employees in the investigation process.

4. After the investigation, the building principal shall be notified in writing of the complaint and the results of the investigation and shall take corrective action to ensure that the conduct ceases.

**Computer and network use is also subject to Pennsylvania and Federal laws and regulations**

Suspected violations of applicable law are subject to investigation by school and law enforcement officials. Among applicable laws are:

- Federal Copyright Law

- Federal Wire Fraud Law

- Federal Computer Fraud and Abuse

- Federal and Pennsylvania Child Pornography Laws
- Children's Online Privacy Protection Act
- Pennsylvania Computer Crime Law
- Pyramid Schemes/Chain Letters
- Defamation
- Common Law Actions for Invasion of Privacy