

# **Our Lady of the Presentation Acceptable Use Policy 2017-18**

## **Purpose**

OLP has computers linked to the Internet and a school wide network. The use of these resources is for student learning. OLP has this policy as rules to behavior that is expected when using these resources.

This AUP will:

- Establish the privilege and reason for using these resources
- Give direction for acceptable use of the resources
- Encourage fair and just use of the resources
- Provide guidelines for the protection and reliability of the school network
- Explain punishment for breaking these rules

## **Goals for Computer Use**

Students in the 21st century must have an understanding of basic facts and skills, but they also need to have competency in problem solving and collaboration as well as a global understanding of their place in the world. Also, we have experienced a shift in technology from software that resides on servers and computers to applications that reside on the Internet or in the cloud. Students need to understand how to safely use these applications – many of which are free. Students are always directed toward age and subject appropriate sites while at school. Students are supervised when using technology at school and all student Internet access is filtered.

OLP shall use technology to prepare the students for life in the digital world by:

- Teaching technology skills
- Using technology to learn
- Encouraging thinking and problem solving skills
- Supporting simple research
- Teaching fair and just use of technology

Some terms you may find helpful:

- Web 2.0 refers to the change in web sites from static sites to dynamic and collaborative sites where users are able to generate content (<http://oxforddictionaries.com>)
- A Wiki refers to a website that is modified by a number of people. It is a great way to work collaboratively.
- A blog came from the terms Web Log but has become a way to publish content. This format encourages students to write and create their own content.
- Google Apps is a suite of applications that is free to school districts. These are beyond the basic Google search engine.
- Classroom management software allows teachers to post lessons and tests while allowing for interaction of their classroom. The Classroom management software that we use is Google Classroom.

## **Ethical Mission & Standards of Ethical Conduct**

The moral and ethical issues involving the use of worldwide information systems (Internet and web) deal with the appropriate access to information, the type of information, and the behavior of the user. Our Lady of the Presentation wants to provide our students with a stimulating educational environment, but at the same time, we want to protect students from information that is not appropriate for them.

Ethics are standards of behavior, a "norm", that serve as a guide or pacesetter for our responses to, and relationships with others. This covers a variety of areas including our decision-making, actions, and intentions for all facets of living.

***Maintaining an ethical standard involves a standard of integrity, morality, confidentiality, responsibility, regularity of practice (consistency), dependability, etc.***

Ethics and morals are the foundation and fabric of our society and our faith. They help to establish the practices and procedures and governing operational policies that each individual functions by, teaches by, learns by, and lives by. They are *not* goals to be strived for; they *are* rules of conduct that should not be violated.

### **Our Lady of the Presentation acknowledges that:**

It is the desire of Our Lady of the Presentation's Administration and Faculty to not only address the appropriate use of technology with students, but to ensure the levels of comprehension as to the "whys" and "why nots" involved in technology use in our schools. This includes the understanding and education in issues of proper attitudes, behaviors, and uses that are consistent with Our Lady of the Presentation's purpose and to partner with parents to provide a high quality learning experience for all OLP students. It is the conviction of the leadership of Our Lady of the Presentation that this education begins with a commitment to be responsible for one's own actions. It must begin with educating users of technology and the conduct expectations held by Our Lady of the Presentation.

### **Student Responsibility**

The hardware, software and peripherals provided for the students use by OLP is a privilege. It is the student's duty to use the equipment correctly. A student experiencing any problem should tell the teacher immediately.

For students to use applications and to access the Internet as a tool, your student will need parent permission for us to create accounts for them in these applications.

Web 2.0 tools will be used for creating written projects (process writing and persuasive writing), peer editing, creative writing, sharing classroom events, discussing current events, dynamic and timely research, collaborating and creating multimedia presentations.

Access is a privilege that entails responsibility. Students are responsible for good behavior on school computers, networks, and the Internet just as they are in a classroom. Any user accounts created by OLP personnel or by students are subject to the guidelines defined by the Acceptable Use Policy, regardless of where the access to that technology tool has taken place. The technology use will be monitored by staff and access to these resources may be terminated if a student does not use them in accordance with established rules. At any time, an administrator or member of the teaching staff may review student information stored on the computer and our network. There is no expectation of privacy by the student in any information stored on or generated by any OLP computer or network.

As discussed in this Acceptable Use Policy, several behaviors are not permitted, such as:

- Using obscene or vulgar language.
- Sending, viewing or displaying educationally inappropriate or offensive messages or pictures.

- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks.
- Violating copyright laws.
- Logging into any account under another student's name or password and trespassing in another's folders, work or file.

Violation may result in a loss of access as well as other disciplinary or legal actions.

### **Acceptable Use**

Our Lady of the Presentation desires to provide the opportunity for all students to research and access information and communication via a computer for e-mail (if available) and use of the Internet. It is also our desire that all parents be informed as to what this entails and provide such access to students with parental permission only.

The software used by Our Lady of the Presentation is Watch Guard which blocks and filters many different categories including objectionable language, sex, explicit and questionable art/photos, hate/intolerance items, and a number of settings the school can select. While Our Lady of the Presentation will monitor use by its students and staff, and while programming is installed on every computer for filtering purposes, students sometimes choose to misdirect their energies by searching for inappropriate materials. Parents and guardians of minors should discuss expectations and standards for use with their children prior to signing this consent form. Attempts to access blocked content are logged and e-mailed to Network Administrators and the Principal, Mrs. Briggs. Students are expected to comply with all school and classroom policies and standards for use of property, including computers and Internet access, as they would any other property of Our Lady of the Presentation.

Individual student conduct is expected to be maintained in an appropriate manner as determined by the teacher and Our Lady of the Presentation. Students are to obtain permission to print materials from staff. Use of computers, network, Internet, etc. is a privilege, and as such can be terminated or suspended for misuse at any time. Information accessed, sent or read on any Our Lady of the Presentation' systems is public in nature and students are advised never to access or participate in any materials or activities on these systems that they would not want parents or teaching staff to access. Chat rooms are off limits for all students. Like other items of property on loan to students, such as lockers, school administration reserves the right to insure student appropriate use by inspection. No students will be permitted to copy programming from or on to any Our Lady of the Presentation computer.

No student of Our Lady of the Presentation shall engage in activities that include inappropriate materials or language (no profane, abusive or impolite language should be used to communicate). In addition, materials that are not in line with the rules of school behavior should be avoided as well. If such materials are encountered by accident, the following should take place immediately: 1) shut monitor off immediately and do not turn back on; 2) raise hand and report to teacher quietly. We want your child's technology experience and training to be a positive one. We believe that all students need to be technology literate and that it is a tool that enhances their classroom learning. Understanding the guidelines will help this happen for all Our Lady of the Presentation students and staff

**Grades K-4 Student Policy Rules--Please read to your student!**

The following rules are for the protection of the individual student and safe use of school equipment. OLP may amend, modify or add additional rules and restrictions to this policy at anytime. Please read with your student and have them sign.

I understand that the computers at school are to be used as the teacher tells me. I agree to follow the rules and be a good computer user.

- I will only touch the computer to which I am assigned. I will tell the teacher if something goes wrong. I will always raise my hand and ask for help from the teacher. I will NOT try to fix a problem.
- I will share the classroom and lab computer but not my username or password.
- I will stay at the website that the teacher has assigned when on the internet.
- I will never tell my name, address or phone number to anyone or any website on the Internet.
- I will give credit to the rightful owner in my projects for information I find on the Internet.
- I will not use the computer to bully, embarrass or bother anyone.
- I will not type bad words or draw naughty symbols or pictures on the computer.
- I will not view, search or display inappropriate material.
- I will not use any language that would not be pleasing to God.
- I will not try to get into my classmates accounts, documents or files.
- I know that teachers can see what I am doing and can look at my saved work on the computer at any time.
- I will let my teacher know if any computer rule is not followed.

### **Consequences**

- I understand that if I do not follow the rules of technology, I might lose the right to use the computer.
- I understand that if I misuse the computer or any equipment on purpose, my parents may be asked to pay to fix it.

I understand that I must follow the above rules. I must obey the rules of good manners and computer etiquette. I understand the consequences for not following the rules of this Policy.

Student Signature of Understanding\_\_\_\_\_

### **Grades 5-8 Student's Technology Code of Ethics**

#### **I WILL**

- Use the Internet to visit new places, museums, historical events, and learn more about the world.
- Use good judgment in visiting appropriate sites.
- Respect other people's privacy.
- Leave a website that makes me feel uncomfortable or that may be inappropriate.

- Be courteous and respectful in my messages to others.
- Use appropriate language.
- Use good judgment if inappropriate materials appear on the computer monitor, and make it my first (and immediate) action to shut off the monitor. The second action is to raise my hand and report to the teacher.

**I WILL NOT**

- Give out personal information on the web.
- Read other people’s email.
- Communicate with people in unauthorized chat rooms.
- Steal or illegally copy programs or works that are copyrighted.
- Break or hack into computers or reengineer programs.
- Copy work from someone or somewhere else and pretend that it is mine. (I will not plagiarize.)
- Illegally post or distribute copyrighted works.
- Attempt to break through firewalls or filtering software.
- Visit websites that contain pornography, violent, or illegal behavior.
- Search for, view or display inappropriate images
- Trespass into others’ account, files or work.
- Use others’ username or passwords.
- Change settings on the school desktops; icons, backgrounds, etc.
- Post private information about another person.
- Swear, use vulgarities, or any other inappropriate language.

**My Commitment**

I am a responsible technology user in the Our Lady of the Presentation, and I promise to adhere to all policies, codes, and laws.

Student Signature \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Number: \_\_\_\_\_

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

Homeroom Teacher: \_\_\_\_\_

**Parent or Guardian**

All students receive basic internet access. Students can access a limited list of sites that are used in direct instruction and assessment.

It is important for all students to have permission to use age appropriate online tools to start learning the skills needed for collaboration and problem solving. Safely providing a 21st Century education that will prepare your student for his or her future is our priority. To allow our students to learn how to use tools

on the Internet requires a more robust access. OLP needs parent's permission to create logins for age appropriate applications for students.

We ask the your review this Policy with your child and sign below.

I will instruct my child to use OLP's technology in accordance with the rules and restrictions as stated. I will emphasize the importance of personal safety.

As the parent or guardian of \_\_\_\_\_ I hereby give permission for the Our Lady of the Presentation to allow the above named student use of the OLP's networks including filtered access to the Internet, and to create accounts for Google Apps for Education and other school Web 2.0 tools. (Please note that we use Watchguard WebBlocker to filter all Internet access.) I agree that my child/children must adhere to the OLP AUP Policy, or risk the loss of computer and/or Internet privileges.

Parent or Guardian's Name(please print): \_\_\_\_\_

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

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