

**Student**  
**Acceptable Use Policy**  
**All Saints School of St. John Vianney**  
**Diocese of Cleveland**

**All Saints School of St. John Vianney** makes a variety of communications and information technologies available to students through computer/network/Internet access. These technologies, when properly used, promote educational excellence by facilitating resource sharing, innovation, and communication. Illegal, unethical or inappropriate use of these technologies can have dramatic consequences, harming the school, its students and its employees. The Acceptable Use Policy is intended to minimize the likelihood of such harm by educating **All Saints School of St. John Vianney's** students and setting standards that will serve to protect the school. We firmly believe that digital resources, information and interaction available on the computer, network or Internet far outweigh any disadvantages.

All users are expected to use the technology available at **All Saints School of St. John Vianney** in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes but is not limited to: cellular telephones; CD/MP3/DVD players; personal data devices; computer hardware and peripherals; software including operating system and application software; Internet; digitized information including stored text, data, email, digital images, video and audio files; internally or externally accessed databases, applications, or tools (Internet- or school-server based); school provided Internet access; and new technologies as they become available.

Users are expected to be appropriately responsible for and use technology to which they have access. Actions considered inappropriate are prohibited and will result in revocation of the student's access to the computer/network/Internet.

**Inappropriate Use:** Inappropriate use includes, but is not limited to: those uses that are specifically named as violations in this document; that violate the rules of network etiquette; or that hamper the integrity or security of this computer/network/Internet system or any components that are connected to it.

Transmission of any material in violation of any federal or state law is prohibited. This includes, but is not limited to: cyber bullying; threatening, pornographic, harassing, defamatory or obscene material; or other inappropriate use of technology such as e-mail, social networking, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community (even if such uses take place after school hours or off school property).

**Students must:**

1. Respect and protect the privacy of others.
  - a. Use only assigned accounts.
  - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
  - c. Avoid distribution of private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
  - a. Observe all network security practices as posted.
  - b. Report security risks or violations to a school administrator, teacher or network administrator.
  - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
  - d. Conserve, protect, and share these resources with other students and Internet users.
  - e. Get appropriate approval before accessing the network with personal devices.
  - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
  - a. Refrain from copyright infringement (making illegal copies of music, games, or movies).
  - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
  - a. Communicate only in ways that are kind and respectful.
  - b. Report threatening or discomforting materials (cyber bullying) to a school administrator, teacher or network administrator.
  - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
  - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
  - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
  - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
  - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

- h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

**The following guidelines must be adhered to by students using a personally-owned telecommunication device at school:**

- a. Internet access is filtered by **All Saints School of St. John Vianney** on personal telecommunication devices in the same manner as **All Saints School of St. John Vianney** owned equipment. If network access is needed, connection to the filtered, wireless network provided by the school is required. Use of 3G or 4G service bypasses the security filter and is considered a violation of the Acceptable Use Policy.
- b. These devices are the sole responsibility of the student owner. The school assumes no responsibility for personal telecommunication devices if they are lost, loaned, damaged or stolen and only limited time or resources will be spent trying to locate stolen or lost items.
- c. These devices have educational and monetary value. Students are prohibited from trading or selling these items to other students on school property, including school buses.
- d. Each student is responsible for his/her own device: set-up, maintenance, charging, and security. Staff members will not diagnose, repair, or work on a student's personal telecommunication device.
- e. Telecommunication devices are only to be used for educational purposes at the direction of a classroom teacher.
- f. School administrators and staff members have the right to prohibit use of devices at certain times or during designated activities (i.e. campus presentations, theatrical performances, or guest speakers) that occur during the school day.
- g. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines.

**Subject to Monitoring:** All **All Saints School of St. John Vianney** network/Internet usage shall not be considered confidential and is subject to monitoring by designated staff at any time to ensure appropriate use. All electronic files, including email messages, transmitted through or stored in the computer system will be treated no differently than any other electronic file. **All Saints School of St. John Vianney** reserves the right to access, review, copy, modify, delete or disclose such files for any purpose. Students should treat the computer system like a shared or common file system with the expectation that electronic files, sent, received or stored anywhere in the computer system, will be available for review by any authorized representative of **All Saints School of St. John Vianney** for any purpose. Personal telecommunication devices are subject to examination in accordance with disciplinary guidelines if there is reason to believe that the Acceptable Use Policy has been violated.

**Consequences for Violation:** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will be disciplined depending on the severity of the situation.

**Supervision and Monitoring:** School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

**Agreement Form:** In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian *annually* sign the attached **Student Acceptable Use Policy – User Agreement Form**. The signed form must be on file at **All Saints School of St. John Vianney** before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above. The school reserves the right to seek financial restitution for any damage caused by a student.

**KEEP THIS FORM - RETURN the USER AGREEMENT / PARENT PERMISSION FORM**

**USER AGREEMENT / PARENT PERMISSION FORM**  
**Both Signatures Required**

**Student Signature Section:**

- I have read the terms and conditions of the **Student Acceptable Use Policy**.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the **Student Acceptable Use Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion, and possible legal action.

Student Name (print) \_\_\_\_\_ School: **All Saints School of St. John Vianney**

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

Grade \_\_\_\_\_ Homeroom \_\_\_\_\_

**Parent/Guardian Signature Section:**

As the parent or legal guardian of the student signing above, I have read this **Student Acceptable Use Policy** and grant permission for my child to access **All Saints School of St. John Vianney** school's information technology resources. I understand that my child will be held liable for violations of this agreement. I understand that **All Saints School of St. John Vianney** school's information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold **All Saints School of St. John Vianney** responsible for materials acquired on the network.

Parent/Guardian Name (print) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_