

ST. LUKE SCHOOL

Acceptable Use Agreement

2010 – 2011

In preparing our Acceptable Use Agreement, we incorporated ideas from the Seattle Archdiocese Technology Committee, the St. Luke School Technology Committee, student's ideas, various public and private schools, and relevant articles both on line and in print.

Please read this document carefully. When signed it becomes a binding agreement. We must have the student's signature and that of a parent/guardian before we can provide students with access to St. Luke School Computer Network.

Mission Statement

The mission of St. Luke School Computer Network is to facilitate active learning and teaching through expanded communication:

- to extend student and faculty access to information
- to encourage collaboration and dissemination of successful educational practices, methods, and materials
- to promote the exchange of creative ideas, resources, and research
- to prepare students and faculty to cooperate and collaborate as socially responsible members of our global society.

General Policy

It is a general policy that the St. Luke School Computer Network is to be used in a manner that is responsible, considerate, efficient, ethical, and legal. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information services. As a condition of using the Network, users must acknowledge their understanding of this policy and the responsibilities and guidelines herein set forth. Failure to adhere to this policy may result in suspension or revocation of the offender's privilege of network access, and possibly of disciplinary or legal action.

Privileges and Responsibilities of Internet Access

The Internet is not a single network; rather, it is a group of thousands of individual networks that have chosen to allow traffic to pass among them. It provides access to local, national, and international sources of information and collaboration vital to intellectual inquiry.

Access to the Internet on the St. Luke School Computer Network is a privilege granted by St. Luke School. In return for this privilege, every person using the Internet has the responsibility to respect and protect the rights of every user in the community and on the Internet. In short, users are expected to act in a responsible, ethical, and legal manner. It is essential for each user of the Internet to recognize his/her responsibility in having access to vast services, sites, systems and people. The user is ultimately responsible for his/her actions in using network services.

1. Sites accessible via the Internet may contain material that is illegal, defamatory, inflammatory, inaccurate or potentially offensive to some people. When using the Internet, students may read material that might be considered controversial or offensive (pornography, vulgar jokes, etc.). The user is responsible for NOT pursuing unacceptable material. Use of the Internet will reflect on the Saint Luke School Community. The use of the Network is a privilege granted by the school that may be revoked at any time for abusive conduct.
2. Users of the Internet are responsible for following the prevailing standards of etiquette for these functions. Should questions arise, please refer to The Net:User Guidelines and Netiquette. (URL: <http://www.fau.edu/netiquette/netiquette.html>).
3. Software, information, and authorship of files may bear notice of copyright. Users of the Network are expected to be responsible for reading such notices and abiding strictly by the laws and conditions set forth. Questions of interpretation are to be brought to a school administrator, librarian or teacher.
4. It is every user's responsibility to inform an appropriate supervising adult when others break the rules.

Guidelines

Acceptable Use:

Acceptable uses of the Network are activities, which support learning, and teaching in a manner which is courteous, efficient, responsible, ethical, and legal. Students are expected to use the Network and Internet access systems for such educational purposes only.

Student use of the Internet is restricted to classroom projects and assignments unless directly supervised by a teacher. Adult supervision of students is required at all times while students are "on-line".

Unacceptable Use:

1. Accessing, downloading or storing files or messages that contain:
 - (a) sexually explicit messages, cartoons, or pictures;
 - (b) slurs related to ethnicity, race, or sexual orientation;
 - (c) profanity, libel, pornography or obscenity;
 - (d) speech undermining the school's basic educational mission
 - (e) speech intending to harass, intimidate, or disparage others.
2. Using profanity or obscenity;
3. Using language which is intended to cause deliberate harm or offense to another user in either public or private messages;
4. Using the Internet for any illegal activity, including violation of copyright or other contracts;
5. Invading the privacy of individuals;
6. Giving out a student's own name, address, or phone number or that of any other student to anyone;
7. Identifying by name the subject of any photograph uploaded by students onto the Internet;
8. Accessing files or e-mail belonging to others;

9. Using an account owned by another;
10. Changing computer files, applications, programs, or productions that do not belong to the user;
11. Deliberately attempting to degrade or disrupt local or remote system performance;
12. Using pseudonyms, impersonating another person or posting anonymous messages;
13. Gaining unauthorized access to resources or entities;
14. Using the network for financial gain or for any commercial or illegal activity;
15. Sending chain letters;
16. Attempting to secure any unauthorized password;
17. Posting personal communications without the author's prior consent;
18. Ignoring prescribed etiquette when using the functions of the Internet;
19. Intentionally wasting limited resources;
20. Unethical or illegal solicitation.

Criminal Behavior

Though very unlikely to occur when students follow Guidelines given above, the following acts may constitute a crime under Washington State Law:

1. Illegally copying files, documents and, or passwords belonging to others;
2. Adding, altering, deleting, or destroying data or software programs on the Network that do not belong to the user;
3. Introducing contaminants into the Network system;
4. Hacking into another computer system.

Student safety using the Network is of great importance for all of us at St. Luke School. We require all student users (and their parents) of the St. Luke School Computer Network to sign and follow the directives of an Acceptable Use Agreement. Secondly, we provide teacher supervision of students when using the St. Luke School Network. Finally, the school subscribes to an Internet filtering product/service. This enables the us to block student access to sites related to crime, sex, gambling, violence, intolerance and other undesirable topics. In this three-fold approach we hope to insure that students' experiences using the Network will be positive experience.

Please sign and return the attached permission slip the first day of school. As stated in the policy, all signatures must be on file before any user can use the Network.

Student Work/Pictures on the St. Luke School Website

St. Luke School maintains a website (www.stlukeshoreline.org) where information about the school and individual classrooms is posted. At times this involves the displaying pictures of students or their work. We do not identify by name either the picture of the students or their work. Work that has a student name will have that identification blacked out. If you do not want your child's work or picture on the website please indicate that on the form below.

(Please keep for your records - Send permission slip only, to the school)

Acceptable Use Agreement

Please fill out one form per student and have each child sign their form.

Student signature _____ Grade _____

Student signature _____ Grade _____

Student signature _____ Grade _____

Student signature _____ Grade _____

We (I) the parent(s) of _____

_____ have read and discussed the above Acceptable Use Agreement with my child(ren)

Parent(s) signature _____

“Opt Out” of Student Work/Pictures on the St. Luke School Website

(To reiterate, if schoolwork or photos are placed on the webpage,
they ***will not*** be associated with the student’s name.)

____ I ***do not*** give permission for my child(ren) to have schoolwork included on the St. Luke webpage.

____ I ***do not*** give permission for my child(ren) to have school photos included on the St. Luke webpage.