

We believe that all students should have the opportunity to develop skills using computer technology and in accordance with the Mission Statement provide a God-centered education, fostering spiritual, intellectual, aesthetic, social and physical growth which will enable students to live as faith-filled Catholics.

## Internet Use

The use of the Internet at SPA is to promote the exchange of information, to further education and research and is consistent with the mission of the school.

Use of the Internet is a privilege extended to individuals who wish to enhance their learning experiences. Users will broaden their horizons and discover a vast scope of information and experience. Learning through interaction with the technology will give our students skills required by our evolving educational and business communities. Under the guidance of members of the SPA faculty and staff, each user can make use of technology to facilitate his/her academic growth in our Catholic environment.

The Internet is a fluid environment of constantly-changing, unregulated information that is used as an information resource similar to the way in which books, magazines and newspapers are used. During the school year faculty members will model and discuss the appropriate and ethical use of the Internet.

With this access to computers and people all over the world also comes the availability of material that may not be considered of educational value in the context of our Catholic Christian learning environment. Faculty members at SPA understand this and have taken precautions to control access by students to controversial materials. Our approach to controlling access is by using a commercial filtering service, by being present at all times when students are on the Internet and by instructing students in its proper use. It is impossible to predict, with certainty, the accuracy and age appropriateness of material that students may access. While we are taking steps to prevent such access, it is not possible to guarantee that students will not accidentally or purposely find inappropriate materials. Any risk resulting from information obtained via the Internet is assumed by the user. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs that risk.



- We hope that parents will reinforce school goals of promoting responsible Internet use.



# Acceptable Use Policy

The role of the home is to support student involvement in accessing the Internet. We hope that parents who obtain Internet access for their children at home will reinforce school goals of promoting responsible Internet use. We also hope that at home you will discuss and supervise your child's use of and exposure to the Internet.

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The principal will deem what is inappropriate use and that decision is final. SPA staff members may suspend a student's Internet privilege at any time. If SPA incurs cost due to a student negligence or misuse, that student will be responsible for the cost.

Availability of the Internet to students at SPA rests upon the proper conduct of individual students who must adhere to the following procedures. It is essential for each student on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. The student is ultimately responsible for his/her actions in accessing network services.

These procedures are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the Internet at SPA may be denied to that student. The signatures on the following document indicate that you have read this document, discussed it with your child, and that you and your child understand the terms and conditions herein.

All SPA policies and regulations apply to the use of technology to support the educational mission of this Catholic institution. It is a general expectation that SPA computer resources are to be used in a reasonable, efficient, ethical, moral and legal manner in accordance with the mission statements, values, understanding and beliefs of SPA.

Students at SPA are expected to comply with the following Acceptable Use procedures. Students must use appropriate language, understand that what is written can be viewed globally and realize that they are a representative of our school community.

As stated above, SPA has taken serious precautions to restrict access to controversial materials; however, no precautionary measures are completely foolproof. That is why this notification, along with the permission form is being sent to each student's home.

Parents must decide whether they wish their child to have Internet access. Agreeing to permit Internet access for your child implies that users will abide by the terms in this use policy. If you choose to deny direct Internet access to your child at this time, you are simply refusing permission for individual access. Students may still be exposed to information from the Internet in guided curricular activities at the discretion of their teachers.

# Unacceptable Use

**It is important that users of electronic technologies in our Catholic school represent our initiatives in the utmost fashion with ethical, Christian responsibility. The intention of this regulation precludes, but is not limited to, the following unacceptable uses:**

- \* May not use the Internet without supervision and for unauthorized purposes. No user is allowed to access any material that has not been assigned to them by a member of SPA.
- \* May not reveal personal information such as; home address or phone number, including and especially that belonging to students and their families, staff, or other SPA community members.
- \* May not load or copy any software or other programs to or from SPA equipment unless permission is explicitly granted by an authorized party, such as the Technology Coordinator or other SPA staff.
- \* May not access private Internet accounts within the school, on school equipment.
- \* May not use the equipment or network for any illegal activities, including the violation of copyright laws and software piracy.
- \* May not write, use, send, download or display obscene, threatening, harassing or otherwise offensive messages or pictures. Users must report all incidents of accessing inappropriate material, even when by mistake.
- \* May not engage in practices that threaten the integrity of the network, such as, knowingly downloading files that contain a virus.
- \* May not use for acts of vandalism against persons or resources. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any other networks that are connected to the Internet. This includes, but is not limited to, the unauthorized deletion of computer systems or application software.
- \* May not employ the network for personal financial gain or commercial purposes or engage in personal business that is unrelated to the mission of the organization or the performance of their job.
- \* Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's files unauthorized applications is prohibited.
- \* Changes to desktop appearance or icons are not allowed.
- \* Smart boards, projectors, and document cameras are to be used only under direction of SPA staff. No dry erase markers or sharp objects used with Smart boards.

# Internet Safety Tips

## For Parents

- \* Install and update spyware and adware blocking software on your computer. Spybot Search and Destroy and Malwarebytes are both free programs that can be downloaded from [www.cnet.com](http://www.cnet.com).
- \* Use a firewall and anti-virus software and keep it updated
- \* Take advantage of spam blocking tools provided by your Internet provider
- \* Internet filter software gives you the ability to control content displayed
- \* Bookmark favorite sites for children
- \* Family discussion on use of email or IM, buddy list not longer than age of child and you know everyone listed
- \* Consider Gmail as it stores Instant Messaging text in chat history log
- \* Use kid-sized search engines for children; KidRex or GoGooligans that also have safety features.
- \* Limit their time on the computer, unless they have a special project for school
- \* Sit down with them as often as possible and find out where they go online
- \* Tell them to get your permission before posting any content online or downloading to your computer
- \* Place the computer in a central location where it's easy to monitor its use.

## For Students

- \* Don't give out personal information without your parents' permission
- \* Tell your parents if you come across information that makes you feel uncomfortable.
- \* Never agree to meet someone you have "met" online without first checking with your parents
- \* Never send someone your picture or anything else without checking with your parents
- \* Don't respond to any message that is mean or makes you feel uncomfortable
- \* Talk to your parents about online rules. Decide on the time of day, how long you should be online and areas that are safe to visit.
- \* Don't believe everything you read online
- \* Check with your parents before downloading or installing any programs
- \* Be a good online citizen; be respectful of other people's feelings, don't spread rumors, or assist in cyber bullying.
- \* Images and ideas that you post online can be viewed by anyone, not just your friends

KEEP YOUR **KIDS**  
**SAFE** Online



# SPA Electronic Information Policy Agreement and Internet Access Permission Form

## Student

I have participated in an orientation on the acceptable use of the Internet and computer lab. I understand my responsibilities pertaining to the use of the Internet. I agree to follow the Internet procedures developed by my school as outlined in the attached SPA Electronic Information Access and Use Policy. Further, I understand that any violation of these conditions or rules of this policy may result in a suspension of privileges and/or any other consequences deemed necessary by my school.

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

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

## Parent or Guardian

As the parent/guardian of this child, I have read the online SPA Electronic Information Access and Use Policy. I understand that this Internet access is designed for educational purposes. Although I understand that SPA has taken precautions to circumvent student access to controversial material, I recognize that it is impossible for SPA to restrict access to all controversial materials and I will not hold it responsible for materials acquired on the network. I give my permission for online accounts to be created as needed for educational use at school and home.

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

Parent or Guardian Signature: \_\_\_\_\_

**Please Sign and Return this Page**