

St. Louis Catholic School

Excellence in Education



TELECOMMUNICATIONS USE AGREEMENT

Adapted and supplemented from NCEA'S From the Chalkboard to the Chat room 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Louis Catholic School:

1. A St. Louis Catholic School Faculty member will be present in the Computer Lab any time the Lab is in use.
2. I recognize that all computer users have the same right to use the equipment; therefore, *I will not use the computer resources for non-academic purposes*. I will not waste or take supplies, such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
3. I recognize that software is protected by copyright laws, therefore: I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
4. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.
5. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
6. I understand that all material created and all information compiled, stored, or collected on the system is property of the School. Teachers and administrators may review the system from time to time to ensure that it is being used properly. For this reason, students should expect that material placed on personal web pages, Facebook, My-Space, etc., and other work that is created or viewed on the computers, may be viewed by a teacher or administrator.
7. Each student who received Internet access will be instructed in the proper usage of the network. *The use of the Internet must be in support of education and research consistent with the educational objectives of the school*. Students using network or computing resources must comply with the appropriate rules for that network or resource. The network may not be used to download, copy, or store any software, shareware, or freeware without prior permission from a teacher or administrator. The network may not be used for commercial purposes. Students may not buy or sell products or services through the Internet.
8. As a user of a network, I will not use bulletin boards, chat lines, personal e-mail, instant messaging (IM), Facebook, Twitter, Google Plus, blogs, etc. for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is not permitted. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertising or political lobbying is also prohibited.
9. As a user of the network, always use appropriate behavior when using school technology. The following are strictly forbidden:
 - use of offensive language
 - sending or viewing unacceptable or adult materials
 - engaging in personal attacks
 - harassing another person
 - posting personal information about another person
 - all illegal activities

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10. Students may not access websites that contain material that is obscene, offensive, or that promotes illegal acts. Use of information services for any inappropriate means includes but is not limited to the entering, signing, referring, sending, receiving, or viewing of any visual or language manifestation of sex, sexuality, nudity, vulgarity, cursing, racism, hatred, bigotry, threats, or groups that promote such behavior. Notify an adult immediately if you see things on the computer that you feel are bad, inappropriate or illegal.

11. If you are permitted by your parent to have your own website, participate in blogging or chatrooms, or anything else along those lines, you are reminded to follow safety guidelines, such as:

Never post a picture of yourself in a St. Louis uniform or in inappropriate clothing.

Always give your password to your parent, but NO ONE else.

Always use appropriate language, good manners, kindness, and Christian messages.

Avoid communicating with people who "bring you down," use bad language, make you feel uncomfortable, or tear others down.

Always, always talk to your parents about any issues while using the computers.

12. St. Louis Catholic School complies with Federal Law and provides an Internet filter. Parents must realize that their students may encounter material on a network that they do not consider appropriate. In the extremely unlikely event that this occurs, students are instructed on how to deal with this event. Every student is responsible for not pursuing material that could be considered offensive.

13. Parents are partners with the school in the education of their child(ren). Parents are expected to follow the rules set out in this agreement and to model appropriate computer use to their children. Parents may not use the Internet to defame the teachers or the school. Parents found to be engaging in these activities will face disciplinary action.

14. The use of the computer is a privilege, not a right. Inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in the cancellation of privileges and or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Signature of Student

Signature of Parent/Guardian

Date