

COMPUTER/INTERNET USE POLICY

Students in grades 2 through 8 are asked to sign a computer/internet user agreement to abide by the following rules for use of educational technology available in our school.

Internet Use:

North American Martyrs School strives to provide an exciting, interesting and motivating learning environment which allows students to develop their God-given capabilities. In that spirit we offer Internet access to our students for educational purposes. The internet enables us to connect to school, libraries, museums, government agencies and many other information providers, greatly expanding our available resources and providing opportunities for interactive projects. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Diocese of Lincoln's Technology Department has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials and an industrious user may discover inappropriate information. Our school firmly believes that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational goals of this school. We place responsibility upon each student to use this service in a manner consistent with the school's rules and philosophy and for the purposes intended – academic research and classroom projects. North American Martyrs does not assume responsibility for inappropriate materials acquired through Internet access at the school.

Internet access requires proper conduct of end users who must adhere to these guidelines. These guidelines are provided here to inform about the responsibilities. If a user violates any of these provisions, his/her school network and/or Internet account may be terminated and future access denied.

Acceptable Use:

Computers and the internet are available in the classrooms and in the computer lab at North American Martyrs School to be used for school assignments. With computer and internet usage comes important individual, family and school responsibilities. In accordance with North American Martyrs School mission statement, "*We, the Family of North American Martyrs School, build up the Kingdom of God, as we work together in faith, knowledge, and loving service,*" students will be held accountable for computer and internet usage.

We expect students to conduct online activities with courtesy, honesty, and respect for others, and to observe all school rules and policies as stated in the Parent/Student Handbook. School computers also provide an opportunity for creativity. School assignments may include computer-generated artwork, presentations, or web pages. However, students may not publish web pages in the school's name without permission from the Principal.

Unacceptable Use:

Unacceptable uses include, but are not limited to, the following:

- Activities that are not educational in nature, and/or not in keeping with the philosophy and rules of North American Martyrs School.
- Activities that are illegal, dangerous, or destructive.
- Violation of privacy or the integrity of others' files; revealing personal addresses, phone numbers, or bank or credit card information.
- Sending or displaying offensive messages or pictures.
- Using obscene language; harassing, insulting or attacking others.
- Copyright violation or plagiarism.
- Use of another person's account.
- Use of social networking sites, chat groups, interactive games, instant messaging, non-school-related bulletin boards, or personal email.
- Transmission of material which is sexually explicit, vulgar, obscene, offensive or threatening.
- Hacking or attempting to violate or change secure files.
- Introducing viruses or other harm to the system.
- Downloading programs or installing software (without permission of the network administrator).
- Altering computer settings especially control panel settings.
- Damaging computers, computer systems, or computer networks.
- Wasting, damaging, or taking supplies such as paper, toner cartridges, headphones, paper holders and any other items provided by the school.
- The use of the Internet for financial gain or any commercial purpose: buying, selling, any financial transaction.

North American Martyrs reserves the right to refer all cases of unacceptable use to law enforcement authorities.

Network Administration Policy:

We offer Internet access throughout North American Martyrs as a privilege, not a right. Students should be aware that no activities on the network are completely private and can, if necessary, be monitored by the network administrator. Anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty. The school administration may revoke computer privileges at any time, or pursue disciplinary or legal action against students who violate this acceptable use policy. Students may be supervised and guided in their use of the Internet, but it is the student's responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the Internet. The administration, faculty, and staff at North American Martyrs may deny, revoke, or suspend the computer use of any individual. The school complies with the Children's Internet Protection Act.

E-mail Policy:

North American Martyrs does not presently provide e-mail services for its students, and students should not use school computers for access to personal email accounts except for specific teacher-supervised assignments.

Guideline for Internet and Cell Phone Interactions Outside of School:

Because so many young people use the internet and cell phones as a way to communicate with each other, we feel it is important to emphasize the following guidelines for safe and courteous internet use and texting outside of school:

1. Be aware that people you meet online may misrepresent themselves. Do not arrange to meet with someone you have met online without the approval of your parents.
2. Do not give out personal information, home address, phone number, credit card or other financial information, etc.
3. Do not give out any information about anyone else. Respect people's privacy.
4. Do not send viruses, spam, chain letters, or anything that could be harmful.
5. **Practice netiquette. Be polite and use courteous words. Do not be a cyber-bully. Refrain from name-calling, swearing, and mean spirited or tasteless comments. Do not use code words or symbols that would be offensive. Remember, rude or threatening text can be more than impolite; it can be considered harassment.**
6. Be aware that email/texting is not private. It can easily be transmitted to a mass audience. Don't say anything you would not want to hear on the evening news.
7. Remember also that email is not anonymous and can be easily traced.
8. Do not type in all capitals. On the Internet/cell phones it is taken to be shouting and is considered very rude.
9. Remember, although email/texting has the relaxed feel of casual conversation, the other person cannot see you and pick up facial expressions or body language. Therefore, he or she might not be able to tell if you are joking or being sarcastic. Avoid sarcasm and be very careful not to say something that might be misinterpreted.
10. Do not open any attached files if you are not expecting them or do not know what they contain. That is how viruses are spread.
11. Don't believe everything you read. Many people circulate email jokes and hoaxes. Don't be taken in and don't continue to circulate them. Evaluate your sources.
12. **Do not place or send videos/photos on-line or through cell phones that may hurt or offend others.**

Since our goal is to *Build up the Kingdom of God* we feel strongly that students should always try to abide by the above guidelines. What is circulated on the internet through a computer or cell phone outside of school can affect students and staff at school. If a student violates the above guidelines and it affects a North American Martyrs student or staff member then the administration, faculty and staff at North American Martyrs may deny, revoke, or suspend computer use at school of any individual. Any computer assignments during a suspension period will be replaced with written assignments and apology letters to those persons affected by such acts.

Unauthorized Use of School Name:

No student, or student's parent or guardian, without the expressed prior written authorization of the school's principal (administrative head), may utilize the school's name or identifying logo for any purpose, including but not limited to the use of the school name:

- To solicit funds, collect money, sell products, open up a bank account, and/or schedule any field trip, vacation, or other accommodations on behalf of the school.
- To post on any website for any purpose including, but not limited to, support of a particular social or political agenda, or social networking sites.

Any such unauthorized use of the school's name or identifying logo, if committed by a student, may subject the student to disciplinary action up to and including expulsion. Unauthorized use of the school's name or identifying logo may result in legal action.