

POLICY AND PARENT/USER CONTRACT PERTAINING TO THE ACCEPTABLE USE OF INTERNET AND ELECTRONIC INFORMATION RESOURCES

GENERAL POLICY

St. Thomas More School strongly believes in the educational value of technology and recognizes that electronic services have the potential to support curriculum and student learning. The goal for providing such service is to promote educational excellence by facilitating resource sharing, innovation and communication. St. Thomas More School will make every reasonable effort to protect students, teachers and staff members from any misuses or abuses as a result of experiences with an information service accessed through St. Thomas More School. However, users may encounter material which is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. On a global network it is virtually impossible to effectively control the content of data and it is the **user's** responsibility to not initiate access to such material. St. Thomas More School will designate a member of the professional staff to serve as system administrator.

CONTRACT

** Please read this document carefully. When signed by you (the user) and your parent/guardian, it becomes a legally binding contract. We must have your initials where indicated and your signature and that of your parent/guardian before we can provide you access to the Internet.*

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service may be denied and the user may be subject to disciplinary action. The use of the information system is a privilege and not a right. Inappropriate use may result in cancellation of those privileges. The administration of St. Thomas More School may require that the System Administrator deny, revoke or suspend use to students who have violated these privileges. The school administration will decide what is appropriate use and their decision is final.

Unacceptable conduct and/or illegal interaction with the information service is strictly prohibited. This includes but is not limited to such actions as:

- using the network for any illegal activity, including violation of copyright or other contracts
- use of the information services for commercial activities for profit or product advertising
- degrading or disrupting equipment or system performance
- vandalizing the data of another user
- wastefully using finite resources
- gaining unauthorized access to resources or entities
- invading the privacy of individuals
- using an account owned by another user without authorization
- posting personal communications without the author's consent
- posting anonymous messages
- placing unlawful information on a system
- using abusive or otherwise objectionable language
- sending messages that are likely to result in the loss of recipients' work or systems
- sending "chain letters", "broadcast" or "chat" messages to a list of others
- political lobbying
- any other use which would violate the policies of St. Thomas More School concerning proper student conduct and/or which would violate the teaching of the Roman Catholic Church.

Any user who is uncertain as to whether a particular proposed use is inappropriate shall make prior inquiry with the Technology Coordinator.

OTHER TERMS AND CONDITIONS OF THIS CONTRACT

1. **Personal Responsibility.** I will accept responsibility for reporting any misuse of the computers or related equipment to the adult in charge. Misuse can come in many forms and includes vandalism, theft and any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, or inappropriate language.

2. **Acceptable Use.** The purpose of providing access to electronic resources is to support classroom instruction and educational research. The use of the electronic services must be in support of classroom directed activities and consistent with the adopted curriculum and educational objectives of St. Thomas More School.

3. **Netiquette.** You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. BE POLITE.
- b. USE APPROPRIATE LANGUAGE.
- c. PRIVACY. Do not reveal any personal information, your home address or personal phone numbers or those of students or colleagues.
- d. DISRUPTIONS. Do not use the network in any way that would disrupt use of the network by others. Do not tie up the network with idle activities, play interactive games or download huge files.

4. **Services.** St. Thomas More School makes no warranties of any kind, whether expressed or implied, for the service it is providing, nor will it be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. St. Thomas More School specifically denies any responsibility for the accuracy of information obtained through Internet electronic information services.

5. **Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the System Administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system. **ST. THOMAS MORE SCHOOL RESERVES THE RIGHT TO INSPECT ANY USER FILES AT ANY TIME.**

6. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, altering files and the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services and disciplinary action as outlined in the student handbook.

St. Thomas More School has a behavior code for all students that details appropriate school behavior, outlines rights and sets expectations for students. Because electronic resources are used as part of a school activity, the school's discipline policy applies to network activities as well. Therefore, the electronic resource contract is an extension of the school's behavior code.

**ELECTRONIC RESOURCES CONTRACT
REQUIRED SIGNATURES**

SAINT THOMAS MORE SCHOOL
50 Thomas More Way, San Francisco, CA 94132 (415) 337-0100
www.stthomasmoreschool.org

This contract shall remain in effect so long as user is enrolled at St. Thomas More School and/or is otherwise provided access to an information service accessed through St. Thomas More School.

STUDENT: I understand and will abide by the provisions and conditions of this contract as stated in the Parent-Student Handbook. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my computer use privileges and appropriate legal action.

User Name (please print) _____

User Signature _____

PARENT OR GUARDIAN: Students must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read and agree to abide by this contract and understand that it is designed for educational purposes. I understand that it is impossible for St. Thomas More School to restrict access to all controversial materials and I will not hold the school responsible for materials acquired on the network. I understand that any violations of the above provisions may result in disciplinary action, the revoking of my child's computer use privileges and appropriate legal action. I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent of Guardian Name (please print) _____

Signature _____ Date _____

PRINCIPAL _____