



## **Guide to the St. Ailbe: Using Technology in School Middle School, Grades 5-8, The acceptable use policy, (The AUP)**

St. Ailbe School provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. This agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices as defined by school administrators. Every student is expected to follow all of the rules and conditions listed, as well as those given verbally by St. Ailbe School teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times.

The St. Ailbe School uses a filtering system to track and monitor all computer and Internet use on the St. Ailbe School network. The system is designed to prevent access to educationally inappropriate sites. St. Ailbe School educators can request that a specific site be blocked or unblocked by contacting the St. Ailbe School Service Desk.

It is important to understand that no filtering system is perfect. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

Below are examples, but not an exhaustive list, of online conduct that may constitute a violation of federal and/or state criminal laws relating to cyber crimes:

Criminal Acts: These include, but are not limited to, "hacking" or attempting to access computer systems without authorization, threatening/harassing email, cyber-stalking, child pornography, vandalism, unauthorized tampering with computer systems, using misleading domain names, using another person's identity and/or identity fraud.

Libel Laws: Publicly defaming people through publishing material on the Internet, email, etc...

Copyright Violations: Copying, selling or distributing copyrighted material without the express written permission of the author or publisher (users should assume that all materials available on the Internet are protected by copyright), engaging in plagiarism (using other's words or ideas as your own).

Acceptable Use Policy for Networks, including the Internet: This Acceptable Use Policy was developed with input from St. Ailbe School administrators and teachers.

By signing the Acceptable Use Policy, students and parents/guardians acknowledge the following rules and conditions: As a St. Ailbe School student, I understand that the use of the school network and email is a privilege, not a right. I understand that my school network and email accounts are owned by the St. Ailbe School and are not private. St. Ailbe School has the right to access my information at any time. I understand that St. Ailbe School administrators will deem what conduct is inappropriate use if such conduct is not specified in this agreement. I will use technology in a manner that complies with laws of the United States and the State of Illinois. I understand that I am to notify an adult immediately if I encounter material that violates appropriate use.

## **STUDENT RESPONSIBLE USE:**

1. I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT AND EMAIL ACCOUNT. I understand that passwords are private and that I should not share my password with anyone. I understand that I am responsible for all activities done through my account. I will not allow others to use my account name and password, or try to use that of others. I understand that I will be in violation of the law if I attempt to electronically capture another person's password. I understand that it is important to log off the computer at the end of every session so another user cannot use my password.
2. I AM RESPONSIBLE FOR MY LANGUAGE. I will use appropriate language in my email messages, online postings, and other digital communications with others. I will not use profanity, vulgarities or any other inappropriate language as determined by school administrators
3. I AM RESPONSIBLE FOR HOW I TREAT OTHER PEOPLE. I will use email and other means of communications (e.g. blogs, wikis, chat, instant-messaging, discussion boards, etc.) responsibly. I will not send or post hateful or harassing mail, make discriminatory or derogatory remarks about others, or engage in bullying, harassment, or other antisocial behaviors while in school or out of school.
4. I AM RESPONSIBLE FOR MY USE OF THE ST. AILBE SCHOOL NETWORK. I will use St. Ailbe School computer resources responsibly. I will not search, retrieve, save, circulate or display hate-based, offensive or sexually explicit material. I will not search, retrieve, save or circulate images or information about weapons using any St. Ailbe School computer resources unless authorized by school administrator/teacher as part of a school assignment. I understand the use of the St. Ailbe School network for illegal or commercial activities is prohibited.
5. I AM RESPONSIBLE FOR MY CONDUCT ON ALL ONLINE SITES. I understand that what I do on social networking websites should not negatively impact the school learning environment and/or my fellow students, teachers and administrators.
6. I AM RESPONSIBLE TO BE HONEST WHILE I AM ONLINE. I understand that impersonating, spoofing, or pretending to be someone else is forbidden. This includes, but is not limited to, sending out email, creating accounts, or posting messages or other online content (e.g. text, images, audio or video) in someone else's name.
7. I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF THE ST. AILBE SCHOOLS' NETWORK. I will not attempt to bypass security settings or Internet filters, or interfere with the operation of the network by installing illegal software including file sharing, shareware, or freeware on school computers.
8. I AM RESPONSIBLE FOR PROTECTING SCHOOL PROPERTY. I understand that vandalism is prohibited. This includes but is not limited to accessing, modifying, or destroying equipment, programs, files, or settings on any computer or technology resources. I understand that I need authorization from a school administrator/teacher to use personal electronic devices that I bring to school, including, but not limited to, memory storage devices (i.e. USB drives).
9. I AM RESPONSIBLE FOR RESPECTING OTHER PEOPLE'S PROPERTY ONLINE. I will obey copyright laws. I will not plagiarize or use other's work without proper citation and

permission. I will not illegally download materials protected by copyright including, but not limited to, music and movies.

10. I AM RESPONSIBLE FOR FOLLOWING SCHOOL RULES WHENEVER I PUBLISH ANYTHING ONLINE. I will follow all guidelines set forth by the St. Ailbe School and/or my teachers when publishing schoolwork online (e.g. to a website, blog, wiki, discussion board, podcasting or video server). I understand that it is unsafe to post any personal information about myself, including but not limited to: my name, address, phone number or school. I will not post photos of students with their first and last names on any online site, including but not limited to: blogs, wikis, and discussions forums.

# Acceptable Use Agreement for Networks, Including the Internet

**Students & Parents/Guardians: Please review the St. Ailbe School Acceptable Use Policy on pages and sign the form below to indicate your agreement to use St. Ailbe School technology responsibly.**

## **Parent or Guardian:**

As the parent or guardian, I have read the St. Ailbe School Acceptable Use Policy and I have discussed it with my child. I understand that computer access is provided for educational purposes in keeping with the academic goals of St. Ailbe School, and that student use for any other purpose is inappropriate. I recognize it is impossible for St. Ailbe School to restrict access to all inappropriate materials, and I will not hold the school responsible for materials acquired on the school network. I understand that children's computer activities at home should be supervised as they can affect the academic environment at school. I hereby give permission for my child to use technology resources at St. Ailbe School.

**Parent or Guardian's Name (please print)** \_\_\_\_\_

**Parent or Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Student:**

I understand and will obey the rules of the St. Ailbe School Acceptable Use Policy (on pages 1-3). I will use St. Ailbe School technology resources productively and responsibly for school-related purposes. I will not use any technology resource in such a way that would be disruptive or cause harm to other users. I understand that consequences of my actions could include possible loss of computer privileges and/or school disciplinary action as stated in the Code of Discipline and/or prosecution under state and federal law.

**Student Signature (above age 5):** \_\_\_\_\_ **Date** \_\_\_\_\_