



## St. Monica Student Acceptable Use Policy

The St. Monica Catholic School (hereafter referred to as “St. Monica”) offers Internet access, Microsoft Office 365 accounts (Microsoft education accounts with our domain @stmonicasea.org), and St. Monica provided technology (e.g. computers, software, etc.) for student use. This document contains the Acceptable Use Policy (“AUP”) for student use of all computers, software, accounts, and Internet access while at St. Monica or provided by St. Monica (hereafter referred to as the “St. Monica Computer Network”).

The Internet links thousands of computer networks around the world, giving St. Monica students access to a wide variety of computer and information resources. In general, electronic traffic passes freely in a trusting atmosphere with a minimum of constraints.

St. Monica does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a Catholic K-8 setting. St. Monica faculty and staff, St. Monica administrators and St. Monica Parish do not condone the use of such materials and do not permit usage of such materials in the school environment.

St. Monica Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its internet accounts.

**Any computer owned by St. Monica must stay at school during in-person learning. For pandemic or remote learning, computers may be used at home with a signed AUP on file at the school.**

### Microsoft Office 365 account, including Outlook E-mail for Students

All Kindergarten -8<sup>th</sup> grade students are issued a Microsoft account. O365 allows settings and files to sync over devices, giving access to Microsoft Office Programs. While an email account exists as a portion of 365, teachers do not encourage or teach students how to use email until 4<sup>th</sup> grade. Outlook allows students to safely and effectively communicate and collaborate with teachers and classmates, giving them an authentic purpose for writing.

### **Student Guidelines Overview**

Students are expected to conduct themselves in a moral and appropriate manner at all times. This expectation extends to student use of the St. Monica Computer Network and other St. Monica technology resources. It also extends to a St. Monica student’s use of technology outside of school if that use is directed at St. Monica, St. Monica faculty or staff, St. Monica students, and/or the St. Monica Parish.

This AUP is designed to serve as a guidepost for appropriate student use of the St. Monica Computer Network and other technology provide by St. Monica. Any action by a student that is determined by a member of St. Monica’s faculty, staff, or administration to constitute an inappropriate use of the internet access or technology at St. Monica is a violation of the AUP.

Because this AUP is both lengthy and detailed, some key takeaways are provided for ease of reference:

- **Be ethical and courteous** – When using the St. Monica Computer network or St. Monica provided technology
  - Do not bypass monitoring or filters by altering settings or using VPNs.
  - Do not send hate, harassing, or obscene mail.
  - Do not use discriminatory or obscene remarks.
  - Do not access, process, or distribute inappropriate or obscene pictures, videos, or other materials.
  - Do not demonstrate other antisocial behaviors.
- **Safety** –
  - Do not give out personal information such as home address, telephone number, or the name and location of the St. Monica without a teacher’s permission.
  - **Immediately tell** a St. Monica faculty or staff member or a parent if you come across any information that makes you feel uncomfortable.
  - Protect the security of any passwords issued to you.
- **Protect & Preserve** -
  - Maintain the integrity of files and data and equipment.
  - Do not destroy, modify, or abuse the hardware or software in any way.
  - Do not develop or introduce viruses, worms or other programs that potentially damage software components or computer systems.
  - Use the network in a way that does not disrupt its use by others.
- **Respect Others** -
  - Treat information created by others as the private property of the creator. Respect copyrights.
  - Do not modify or copy files/data of other users without their consent.
- **Pursue Knowledge** - Use the St. Monica Catholic School Network and the Internet for legitimate educational purposes only.

Violating the AUP may result in one or more of the following:

- Restricted access to the St. Monica Computer network and St. Monica provided technology
- Loss access to school email accounts, FACTS and cloud storage provided by St. Monica
- Internal school disciplinary action up to expulsion
- Legal action including, but not limited to, criminal prosecution under applicable state and federal laws

In order to ensure compliance with the policies introduced in short above and described in detail below as well as to ensure smooth system operations, the System Administrator has the authority to monitor all accounts. Every effort will be made to maintain privacy and security in this process.

#### **A. Educational Purpose**

1. The St. Monica Computer Network has been established for educational purposes only. St. Monica provided technology is likewise to be used for only for the pursuit of learning.
2. The St. Monica Computer Network has not been established as a public access service or a public forum. St. Monica has the right to place reasonable restrictions on the material St. Monica students’ access or post through the system.

3. When using St. Monica provided technology or accessing the St. Monica Computer Network, students are expected to follow the rules governing student behavior as set forth in the school discipline plan as well as all applicable state and federal laws. Consequences will apply for violations of the school rules, (*see* section VIII and IX of the St. Monica Catholic School Discipline Plan) and St. Monica will cooperate fully with authorities should a student violate a law when using the St. Monica School Network.
4. Students may not use the St. Monica Computer Network for commercial purposes. This means students may not offer, provide, or purchase products or services through the St. Monica Computer Network.
5. Students may not use the St. Monica Computer Network for political lobbying. That said, students may use the St. Monica Computer Network to communicate with elected representatives and to express their opinions on political issues.
6. Online gaming is not allowed during school hours unless you have been given permission by a teacher. Any games must be in support of education.
7. Instant-messaging is not allowed during school hours without permission from the teacher. Permission will be given only for instant-messaging that is useful in completing a school assignment. All communication must be related to the school assignment.

#### **B. Student Internet Access**

1. All students will have access to Internet World Wide Web information resources through use of their own devices via the St. Monica Computer Network or using technology provided in classrooms.
2. All students have access to Microsoft 365 accounts including, but not limited to, Outlook email, OneDrive, and Office suite programs. Access to computers will be associated to this school account.

#### **C. Unacceptable Uses**

##### **1. Posting Personal Information**

- a. A student will not post personal contact information about him/herself or others. Personal contact information includes addresses, telephone numbers, St. Monica's address, work address, etc.
- b. A student will not agree to meet with people meet online without his/her parent's approval. If a parent approves of such meeting, it is advisable that the parent accompany the student to this meeting.
- c. A student will promptly disclose to his/her teacher or other school employee any message that is inappropriate or makes the student feel uncomfortable.

##### **2. Illegal Activities**

- a. Students will not attempt to gain unauthorized access to the St. Monica Computer Network or to any other computer system through the St. Monica Computer Network. Students will likewise

not go beyond their authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

- b. Students will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal and a violation of the AUP.
- c. Students will not use the St. Monica Computer Network, St. Monica school email, or St. Monica provided technology to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of persons, etc.

### **3. System Security**

- a. Each student is responsible for his/her individual accounts and should take all reasonable precautions to prevent others from being able to use his/her personal accounts. Under no conditions should a student provide his/her password to another person, except for parents or teachers. This includes the @stmonicasea.org account. Students are responsible for all email sent through their accounts.
- b. A student will immediately notify a teacher or the system administrator if he or she have identified a possible security problem. Importantly, students must not seek out security problems, because this may be construed as an illegal attempt to gain access.
- c. Students will avoid the inadvertent spread of computer viruses by employing virus detection software on personal devices and not accessing sites flagged as suspicions by the on-campus filter.

### **4. Inappropriate Language**

- a. Restrictions against Inappropriate Language apply to public messages, emails, private messages, and material posted on Web pages. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- b. Students will not post information that could cause damage or a danger of disruption to St. Monica or any member of the St. Monica community. This rule applies to inappropriate conduct and language used by a student and directed at another St. Monica student, a family member of a St. Monica student, a St. Monica faculty or staff, St. Monica Parish, or St. Monica.
- c. Students will not engage in personal attacks, including prejudicial or discriminatory attacks when using the St. Monica Computer Network, St. Monica 365 account, or St. Monica provided technology.
- d. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending them messages, that student must stop.
- e. Students will not knowingly or recklessly post false or defamatory information about a person or organization.

- f. Email sent via @stmonicasea.org must be school related and must abide by the guidelines of acceptable technology use. Students will immediately report any threatening, obscene, or harassing email to school or teachers(s).

## **5. Respect for Privacy**

- a. Students will not re-post messages that were sent privately without permission of the person who sent the message.
- b. Students will not post private information about another person or share other students' emails.

## **6. Respecting Resource Limits**

- a. Students will use the St. Monica Computer Network and St. Monica provided technology for educational activities only.
- b. Students will not unnecessarily download large files or stream music or videos using the St. Monica School Network.
- c. Students will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Students will subscribe only to high quality discussion group mail lists that are relevant to education or career development.

## **7. Plagiarism and Copyright Infringement**

- a. Students will not plagiarize works that found on the Internet or on other electronic sources. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- b. Students will respect the rights of copyright owners. Copyright infringement occurs when copyrighted work is inappropriately e.g. used without express permission of the copyright owner. If a work contains language that specifies appropriate use of that work, students should follow the expressed requirements. If a student is unsure whether or not a work can be used, that student request permission from the copyright owner. Copyright law can be very confusing and so, when in doubt, students should ask St. Monica faculty or staff.

## **8. Inappropriate Access to Material**

- a. Users acknowledge that St. Monica has in place Internet filters/protection measures on campus which prohibit access of certain sites and/or inappropriate content. Users may not disable, alter settings of, or intentionally circumvent using technology like VPNs or extensions that circumvent such filters/protection measures. Users also acknowledge that no protection measure can guarantee that inappropriate content will never be accessible and that the school cannot and will not be liable should that happen.
- b. Students will not use the St. Monica Computer Network or St. Monica provided technology to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people. A special exception may be made for literature propounding hate or discrimination toward others if the purpose of the student access is to conduct research approved by a member of St. Monica faculty or staff.

- c. If a student mistakenly accesses inappropriate information, that student should immediately tell his/her teacher or his/her parents. Doing this will protect that student against a claim that he/she has intentionally violated this Policy.
- d. Parents should advise their children if there is additional material that they think it would be inappropriate for their children to access. St. Monica fully expects its students to follow parental instructions in this matter so long as the parent is providing greater restrictions on access than St. Monica places.

#### **D. Your Rights**

1. **Free Speech:** St. Monica students' right to free speech is limited by the St. Monica code of conduct and this AUP. Those limitations also apply to student communication on the Internet. Because the St. Monica Computer Network is a limited forum, similar to a school newspaper, the School may restrict a student's speech for valid educational or ethical reasons. St. Monica will not restrict student speech on the sole basis of a disagreement with the opinions being expressed.
2. **Search and Seizure**
  - a. Students should expect only limited privacy in the contents of student personal files on or accessed through the St. Monica Computer Network School. The same is true for materials on personal electronic devices, such as phones, that are on St. Monica's campus.
  - b. Routine maintenance and monitoring of the St. Monica Computer Network (including email) may lead to discovery that a student has violated this AUP, the St. Monica student code of conduct, or state and federal law. Such a discovery may result in disciplinary and/or legal action.
  - c. An individual search will be conducted if there is reasonable suspicion that a student has violated the AUP, the St. Monica student code of conduct, or a state or federal law. The investigation will be reasonable and related to the suspected violation.
  - d. St. Monica student parents/guardians have the right to, at any time, request to see the contents of student files and emails to the extent such files are available.

#### **E. If a Violation Occurs or is Suspected**

- a. St. Monica will cooperate fully with local, state, and federal officials in any investigation related to any illegal activities conducted through the St. Monica Computer Network or using St. Monica provided technology.
- b. In the event there is a claim that a student has violated the AUP or St. Monica's code of conduct in a student's use of the St. Monica Computer Network, all access will be suspended, and the Principal will investigate to determine the action to be taken.
- c. If the violation of the AUP also involves a violation of other provisions of the St. Monica code of conduct, disciplinary actions may be taken up to and including expulsion.

- F. **Limitation of Liability:** St. Monica makes no guarantee that the functions or the services provided by or through the St. Monica Computer Network will be error-free or without defect. St. Monica will not be responsible for any damage students may suffer, including but not limited to, loss of data or interruptions of service. St. Monica is not responsible for the accuracy or quality of the

information obtained through or stored on the system. St. Monica will not be responsible for financial obligations arising from the unauthorized use of the St. Monica Computer Network or St. Monica provided computers and technology.

### **Microsoft Live @EDU (Microsoft O365 account)**

*Federal law requires that any child age 13 and under have parental consent to access online services, such as the Microsoft Live@EDU (365 account) offering. The Outlook Live local campus e-mail, online document storage and online OFFICE software solution is provided to your child by the St. Monica Catholic School as part of the Live@edu service from Microsoft. By signing this form, you hereby accept and agree that your child's rights to use the Outlook Live e-mail service, and other Live@EDU services as St. Monica Catholic School may provide over time, are subject to the terms and conditions set forth in district policy/procedure as provided and that the data stored in such any cloud services, including the Outlook Live e-mail service, are managed by St. Monica Catholic School and accompanying procedures. Use of Microsoft services is subject to Microsoft's standard consumer terms of use (the Windows Live Service Agreement), and data stored in those systems are managed pursuant to the Windows Live Service Agreement and the Microsoft Online Privacy Statement.*

## Student Agreement & Acceptance of St. Monica's AUP

### Student Section

Student Name(s) \_\_\_\_\_ Grade(s) \_\_\_\_\_

I have read St. Monica's Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that when I am using the INTERNET, any other telecommunication environment, school provided accounts, or school provided computers, I must adhere to all rules of courtesy, etiquette and laws regarding access and copying of information as prescribed by either Federal, State or local law, and St. Monica. I understand that if I violate St. Monica rules or any state or federal laws my account can be terminated, I may face other disciplinary measures, and/or additional legal consequences.

For Kindergarten- Fifth grade students: School provided computers stay at school during in-person learning. For pandemic or remote learning, computers may be used at home. Normal wear and tear are covered under warranty. If the computer is damaged due to misuse the family will be responsible for repairing or replacing the computer. If the stylus or stylus tip is lost or damaged, the family will be charged for the cost to replace it.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent or Guardian Section

I have read the St. Monica Acceptable Use Policy. I will make an effort to supervise my child's use of the St. Monica Computer Network when my child is accessing the school provided accounts from home.

I hereby release the St. Monica, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the St. Monica School system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the St. Monica Acceptable Use Policy. I will emphasize to my child the importance of following the AUP and speak with my child regarding personal safety on the Internet.

For Kindergarten- Fifth grade students: Normal wear and tear is covered under warranty. If the computer is damaged due to misuse by my child, I acknowledge that I will be responsible for repairing or replacing the computer. If the stylus or stylus tip is lost or damaged, I acknowledge that I will be responsible for the cost to replace it.

I give St. Monica permission to issue an account for my child.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_