

Seton Catholic Middle School  
312 Nicolet Boulevard  
Menasha, Wisconsin 54952  
920-727-0279

## Acceptable Use Policy - Technology - Student

**Please read this information carefully.**

In keeping with our mission statement of pledge to promote Christian values, excellence in education and the growth of the total person, we will continue to provide students ample opportunities for a variety of experiences with technology. It is our goal to maintain our equipment in proper operating order at all times, assure that it is used properly, and make available the vast resources offered by the Internet. Therefore, the following guidelines have been set up.

Each student is responsible for his/her actions and activities involving the network/computers and the Internet.

### Guidelines

1. Students will follow teachers' and school personnel's instructions at all times while operating equipment including cameras, scanners, computers, printers etc. They will not use the equipment or the Internet in a manner that is inconsistent with a teacher's directions.
2. Students will not post abusive language, swear words, graphics, vulgarities, threats, or any other inappropriate messages into any computer. Nor will students use home or school computers to transmit any information that would be considered to be a "put down", harassment, etc. of Seton, Seton students, or staff.
3. Students will not participate in any acts of vandalism regarding technology. Vandalism is defined as any malicious attempt to harm or destroy any piece of hardware, software, or data, and includes but is not limited to, the uploading or creation of computer viruses.
4. Students will not attempt to alter the configuration of a computer or any of the school's software.
5. Students will not attempt to use another person's user name or password that ultimately would invade the privacy of other individuals by gaining unauthorized access to their files or documents. The administration has the right to examine any student files.
6. Students may not bring computer software and/or discs to school to be used on school computers without prior approval of the computer administrator. Disks that contain school related documents that need to be used at school must be scanned and the results viewed by the computer administrator.
7. Students may email documents to the teacher.

8. Storage space on computer networks is limited and printouts are expensive and should not be wasted or abused by the student.
9. Students will follow all copyright laws as these laws pertain to education.
10. We have good filters on our computers that should keep students from sites that are defamatory, obscene, profane, sexually explicit, threatening, racially offensive or otherwise objectionable. If a student should accidentally come across such a site, he/she will notify a teacher and back out of the site.
11. Students are not allowed to access personal/home e-mail on the Seton network. Teachers may allow students access to a school e-mail account for class assignments if necessary.

Violations of the above guidelines will result in disciplinary action including, but not limited to, detention, in-school suspension, out-of-school suspension, and/or revocation of user privileges.

As much as possible, access from school to Internet resources will be structured in ways that point students to those resources that have been evaluated prior to use. Seton will take reasonable steps to preclude access to material we would not want our students to investigate; however, it is not possible to preclude all possibility of inappropriate access. Teacher preview along with an Internet filtering system will be used to restrict access to materials that are harmful to minors and not appropriate or educationally sound.

Student writings or artwork can be published on the web page with first name only of students with prior parental permission. The creator of these authentic writings and artwork will be responsible for the content of these materials and must adhere to all copyright laws. All publications are expected to meet conventional standards of proper spelling, grammar. No home addresses, phone numbers or any other personal information may appear on student created work.

Copyright laws allow students to use copied material when producing their own project for a specific course. These sites must be documented either in the bibliography or somewhere in the paper/project.

**After reviewing these guidelines, please sign and check the appropriate areas on the next page. Please keep the guidelines for your reference and return the next page to school.**

Computer/ Internet Agreement  
Seton Catholic Middle School  
2008-2009 School Year

As a student of Seton Catholic Middle School, I have read and agree to follow the computer/internet agreement that regulates the appropriate use of computers and the Internet at school.

Student name \_\_\_\_\_ Grade \_\_\_\_\_

Student signature \_\_\_\_\_

\*\*\*\*\*

As a parent or guardian of a student at Seton Catholic Middle School, I have read and agree with the information about the appropriate use of computers and the Internet at school.

Please initial the appropriate statements as pertain to your student and sign below.

❖ \_\_\_\_\_ My child may use the Internet at school according to the rules outlined.

OR

❖ \_\_\_\_\_ I would prefer that my child not use the Internet while at school.

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible World Wide Web server. Photographs of students may be published on the web if no written parental objection is on file. Accompanying text may be published on the web page with the students' first names only and in such a manner that readers do not readily match a name to a face or names to faces. Individual photographs of students may be published on the school web page with no personal information included.

❖ \_\_\_\_\_ My child's work can be published on the Internet and photographs of my child can be published.

OR

❖ \_\_\_\_\_ I would prefer that my child's work and picture not be published on the Internet.

Parent(s) name \_\_\_\_\_ Date \_\_\_\_\_

Parent(s) signature \_\_\_\_\_

**This form is good for the 3 years that a student is present at Seton Catholic Middle School. This policy will be reviewed at least yearly with the students.**