

**Rockford Diocese**  
**Acceptable Use Policy Grades 3-8**

**Purpose**

Holy Family Catholic School has computers linked to the Internet and a school wide network. The use of these resources is for student learning. In keeping with the Children's Internet Protection Act (CIPA), every effort shall be made to provide a safe learning environment including Internet security software. However, it is impossible to fully control all information available to students. Holy Family Catholic School has this Policy as a guide to behavior that is expected when using these resources. This Acceptable Use Policy:

- Establishes goals for computer use
- Identifies student responsibilities
- Provides rules for acceptable use
- Informs the students of penalties for violating these guidelines

**Goals for Computer Use**

Technology helps with learning. Holy Family Catholic School uses technology to prepare the students for life in the digital world by:

- Teaching technology skills
- Combining technology use into various subject areas
- Encouraging thinking and problem solving skills
- Supporting evaluation and synthesis of information
- Teaching fair and just use of technology

**Student Responsibilities**

It is the student's responsibility to:

- use technology for educational purposes as directed
- respect the property of the school and others as outlined in this Policy
- report any problems noted with hardware or software to his/her teacher

**Policy Terms**

The following rules have been established by The Rockford Diocese Office of Catholic Education. This office or Holy Family Catholic School may add additional rules and restrictions at anytime.

- All Internet and electronic resources are to be properly cited.
- Although Holy Family Catholic School has Internet security software in place, no Internet filter is 100% secure. Access to any inappropriate site is to be brought to the attention of the teacher, librarian or adult supervisor immediately.
- Do not use the equipment to bully, threaten, embarrass or annoy an individual(s).
- Do not use profane, vulgar or rude language or material.
- Do not publish false information about another individual.
- Do not publish photos or videos of individuals without permission of the teacher.
- Do not give out personal information such as name, address, age, phone, or personal description about yourself or others.
- Do not share your password or guess others' passwords.
- Do not attempt to access files other than your own.
- Do not install, download, delete, upload or change any software, including preferences.
- Do not attempt to repair any hardware. Report any damage or changes to equipment to the teacher.
- Do not access sites on the Internet other than those necessary for the assignment.
- Do not attempt to access social networks, non-school supported e-mail or live communications without permission of the teacher.
- Do not burn copies of software.

**System Security and Reliability**

Network security is a high priority. Users must abide by the school's Policy for using personal devices. Access will be determined by the school administration. Holy Family Catholic School or the Rockford Diocese Office of Education has the right to monitor the use of all electronic equipment and to change or add additional rules and regulations at any time. Users must be aware that the following are not allowed:

- Unauthorized access to the network through another user's account
- Wasteful use of technology resources, such as file space and unnecessary printing
- Introduction and spreading of computer viruses
- Using the network in a way that could be disruptive to other users
- Leaving open files or network connection unattended or unsupervised

Students should not expect privacy in their use of computers and school resources. Any misuse of the school's computers and technology resources must be reported by the student to the Network Administrator or teacher immediately.

### **Penalties**

The use of electronic resources is a privilege. A violation of this Policy may result in any or all of the following:

- Loss of school network and Internet use
- Disciplinary action up to and including issuance of a detention, suspension, or expulsion
- Parents will be held responsible for any monetary charges that result from student misuse of equipment where damage was caused intentionally or recklessly.

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I understand that by using the Holy Family Catholic School's network and equipment, I must follow this Policy. I must obey the rules of etiquette and courtesy. I understand the consequences for not following this Policy.

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

**Print Name** \_\_\_\_\_

**Parent or Guardian:** We ask that you review this Policy with your child and sign below.

I will instruct my child to use Holy Family Catholic School's technology in accordance with this Policy. I will emphasize the importance of personal safety and appropriate behavior.

As the parent or guardian of \_\_\_\_\_ I have read and reviewed this Policy and release the school, Diocese of Rockford and its personnel from any claims resulting from my child's use of the School computers or Internet. I give permission for my child to use the school computers, network and Internet for learning and research in preparation for life in a digital environment.

**Parent/Guardian signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

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