

Internet Safety Policy (St. Wendelin Catholic School, Fostoria)

Please read this document carefully before signing. The signature page must be returned as part of the student/staff profile.

I. Diocesan Statement on Technology

With Jesus, the Great Communicator, and in the spirit of our Christian tradition, we recognize that we live in a new media age, immersed in a new culture with an evolving language and method of communication. We propose to make use of the most effective means available to communicate the integration of faith and culture, which is at the center of Catholic values and education.

The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education. The Church views emerging technologies as gifts of the Spirit to this age and challenges “God’s faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God’s plan for the world” (*Aetatis Novae*, #2, #3; *Rome, 1992*).

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the student or adult user.

II. Introduction

The purpose of the Internet Safety Policy is to provide the school’s approach to Internet safety and security and provides overarching themes for how (St. Wendelin Catholic School, Fostoria) will handle these issues rather than presenting a guide for students on the day-to-day operations of the school network, computers, and proper usages (this can be found in the Acceptable Use Policy, which complements this document). (St. Wendelin Catholic School, Fostoria) recognizes that students must act responsibly and will hold students accountable for their actions in attempting to uphold the Internet Safety Policy.

Successful operation of the building network facilities requires that use of Internet resources be consistent with the stated mission, goals, and objectives of (St. Wendelin Catholic School, Fostoria).

It is the policy of (St. Wendelin Catholic School, Fostoria) to:

- 1) Prevent user access to and transmission of inappropriate material via the Internet, email, or other forms of direct electronic communications over its computer network;
- 2) Prevent unauthorized access and other unlawful online activity;
- 3) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and
- 4) Comply with the Children’s Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)].

To gain access to the Internet, all students of (St. Wendelin Catholic School, Fostoria) must obtain parental permission and attend a series of required Internet training sessions. The signature(s) at the end of this document indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

(St. Wendelin Catholic School, Fostoria) reserves the right to terminate the account of any user in violation of these provisions, may result in a loss of computer access and further disciplinary action up to and possibly including suspension or expulsion, as well as legal action in accordance with the rules and regulations discussed during Internet training sessions. The school administration, faculty, and/or staff may request the Computer Teacher (or Technology Coordinator) to deny, revoke, or suspend specific user accounts. Key terms found in the policy are as defined in the CIPA, and several of these terms are included in the following “Definitions” section for the sake of clarity.

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III. Definitions

- 1) A *user* is defined as any student, faculty, or staff member using the technology resources at (St. Wendelin Catholic School, Fostoria).
- 2) (CIPA) A term *minor* is defined as any individual who has not attained the age of 17.
- 3) (CIPA) The term *harmful to minors* means a picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity or sex;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

IV. Internet Terms and Conditions

A. Safety

- 1) *Promotion of Internet Safety*: To the extent practical, steps shall be taken to promote the safety and security of users of the (St. Wendelin Catholic School, Fostoria) online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.
- 2) *Personal Information*: (St. Wendelin Catholic School, Fostoria) encourages minors to be safe and take responsibility for their actions on the Internet. When using the computer network and Internet, minors should not reveal personal information about themselves or any other minors such as home address, phone number, full name, or any other identifying information.

B. System Security

- 1) *System Bypasses*: (St. Wendelin Catholic School, Fostoria) treats security on any computer system as a high priority. Users should notify a teacher if a problem or potential bypass of security systems is detected. (St. Wendelin Catholic School, Fostoria) strictly forbids students from accessing another individual's account and/or tampering in any way with the personal emails, files, or data belonging to another person.
- 2) *Hacking*: As required by the CIPA, prevention of inappropriate network usage includes unauthorized access, including so-called 'hacking,' and other unlawful activities by minors online.

C. Inappropriate Material

- 1) *Final Say*: The network is provided to conduct research and communicate with others. Access to network services is given to users who agree to act in a considerate and responsible manner. Access is a privilege – not a right – that entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The Computer Teacher (or Technology Coordinator), after consultation with the Pastor/President and/or Principal will deem what is inappropriate use, and their decision is final. These same authorities will be consulted to determine what matter is inappropriate for minors.
- 2) *Material*: (St. Wendelin Catholic School, Fostoria) prohibits students from transmitting, receiving, submitting, or publishing any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, cyber bullying or illegal materials. Reasonable measures will be enforced to prohibit students from obtaining inappropriate material online.
- 3) *Liability*: (St. Wendelin Catholic School, Fostoria) makes no warranties of any kind, whether expressed or implied, for the service it is providing. (St. Wendelin Catholic School, Fostoria) assumes neither the responsibility nor liability for any phone charges, line costs or usage fees, or for any damages a user may

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suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by one's own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. (St. Wendelin Catholic School, Fostoria) specifically denies any responsibility for the accuracy or quality of information obtained through its services.

D. Copyrights

- 1) *Plagiarism*: (St. Wendelin Catholic School, Fostoria)'s honesty policy applies to the internet as well. Users must respect all copyright laws that protect software owners, artists, and writers. Plagiarism in any form will not be tolerated.

E. Technology Protection Measures

- 1) *Filters*: To the extent practical, (St. Wendelin Catholic School, Fostoria) shall use technology protection measures (or "Internet filters") to block or filter the Internet, other forms of electronic communications, and access to inappropriate information. Specifically, as required by the CIPA, blocking must prevent against access by adults and minors to visual depictions of material deemed as obscene, child pornography, or harmful to minors. The school will enforce the operation of technology protection measures while the school computers with Internet access are being used.
- 2) *Research*: Subject to staff supervision, (St. Wendelin Catholic School, Fostoria) will allow technology protection measures to be disabled for adults or, for minors, minimized only for bona fide research, educational projects, or other lawful purpose.

F. Privacy

- 1) *Monitoring*: The Computer Teacher (or Technology Coordinator) and administration will make every attempt to honor privacy. There is an acknowledged tradeoff between privacy and the need to gather information insuring system integrity and responsible use of the system. A log will be kept of all Internet use by students, faculty, staff, and administration, and all activities will be monitored.
- 2) *Supervision by Staff*: It shall be the responsibility of all members of the (St. Wendelin Catholic School, Fostoria) staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the CIPA.

G. Education

- 1) *Age Appropriate Training*: The Technology Director/Computer Teacher (or Technology Coordinator) will provide age-appropriate training for students who use the Internet facilities of (St. Wendelin Catholic School, Fostoria). The training provided will be designed to promote the school's commitment to:
 - a. The standards and acceptable use of Internet services as set forth in this policy
 - b. Student safety with regard to:
 - i. Safety on the Internet
 - ii. Appropriate behavior while online, on social networking sites, using email, or in chat rooms
 - iii. Cyber bullying awareness and response
 - c. Compliance with the E-rate requirement of the CIPA

H. Content of Policy

- 1) *Current Policy*: Signed Internet Safety Policies will be kept on file at (St. Wendelin Catholic School, Fostoria).
- 2) *Updating the Policy*: This policy may be updated when new or changing technology warrants.

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V. Loss of Privileges

Any violation(s) may result in a loss of computer access up to and possibly including suspension or expulsion, as well as legal action. Users are considered subject to all local, state, and federal laws.

Technology Contract

Specific Computer Technology Guidelines for St. Wendelin Catholic School

Computer use at St. Wendelin Catholic School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy and/or delete all files and records created or stored on school owned computers. This guideline covers all computers or personal devices utilized at St. Wendelin Catholic School.

Students must observe the following guidelines. Failure to do so will result in penalties as determined by the teaching staff or school administration.

- All Students must “Log-on” to the network when using a computer in the school.
- **Students may NOT give out passwords for network log-on to anyone.**
- Students MUST “Log-Off” when leaving the computer.
- Files stored on school computers are restricted to school related assignments only. Personal files may not be stored. It is highly recommended that students use their own flash drives for storage.
- Students shall not copy (without permission), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program or computer.
- Students shall not use or alter another person’s files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
- No students shall attempt to establish or establish computer contact into restricted programs.
- No student will attempt to run or install unauthorized programs.
- Do NOT attempt to use programs you are unauthorized to utilize.
- **It is not permitted to change existing computer settings. This includes program settings and/or windows environment settings.**
- Students will be responsible for any malicious damage to computers in the school system. Personal devices such as phones or iPods may never be connected to the St. Wendelin Catholic School wireless connections. Wireless usage will be monitored and violations will be disciplined as stated in the student handbook under CELL PHONE/MUSIC ELECTRONIC GAMING DEVICE VIOLATIONS
- Students are never permitted to attach any personal device to the wireless “guest” account. They are only permitted to attach personal devices such as personal iPads or laptops that have been inspected by the technology manager and only through their own user names with appropriate passwords.
- **“Games” are forbidden in school on any device including desktops, laptops or iPads.**
- **Use of any “Chat programs or app” is forbidden and apps for such use are not allowed in the school building.**

Failure to follow these guidelines can be cause for disciplinary action up to and including denial of network access. Discipline will be determined by the administration.

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Please write legibly.

STUDENT (AND STAFF) SECTION

I have read the Internet Safety Policy. I understand the policy of (St. Wendelin Catholic School, Fostoria) regarding safety and security while using the Internet and other technology, and I agree to abide by measures established by these rules. I understand that if I violate the rules, my account can be terminated, and I may face other disciplinary measures up to and including suspension or expulsion.

Name of User (student and staff)

Student's Grad. Year

Signature of User

Date

PARENT (OR GUARDIAN) SECTION

As the parent or legal guardian of the student signing above, I have read this Internet Safety Policy. I grant permission for my son or daughter to access the Internet and to use the school's technology. I understand the rules of (St. Wendelin Catholic School, Fostoria) regarding safety and security while using the Internet and other technology. I also understand that it is impossible for (St. Wendelin Catholic School, Fostoria) to restrict access to all controversial materials, and I will not hold the school or its staff responsible for materials acquired on the network. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Name of Parent

Signature of Parent

Home Address

Date

Phone

Cell

