



Kennedy Catholic  
Family of Schools

Shenango Valley Catholic School System  
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Kennedy Catholic \_\_\_\_\_ School

**ACCEPTABLE USE and INTERNET SAFETY POLICY**  
for  
**Employees, Students and Volunteers**

Please read the following carefully before signing this document. This is a legally binding document.

**Introduction**

It is the policy of       Kennedy Catholic       School to: (a) prevent user access over its computer network for, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub.L.No. 106-554 and 47 USC 254(h)]. We will adhere to all Diocese of Erie policies and provisions for the protection of children as well as guidelines for Use of Photographic Images of Children and Youth.

**Overview**

Computers, handheld devices, network, Internet, electronic communications and information systems (collectively "CIS systems") provide vast, diverse and unique resources. Access to the school's electronic communications systems and network is granted to responsible users for educational purposes, and terms of use are outlined in this document. This access includes Internet access, whether wired or wireless, or by any other means.

**SECTION ONE: GENERAL COMPUTING POLICY**

**1) Acceptable Use**

In order to ensure smooth system operations, the school administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to the school or other users without their prior consent
- d) Attempts to evade or change resource quotes, posting personal communications without the original author's consent; invading the privacy of others; attempting or gaining unauthorized access to resources or entities; accessing or vandalizing the data of another user; using the network for any unauthorized or illegal activity, including violation of copyright or other contracts; downloading or uploading software
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration
- g) Copying programs purchased by you onto the school's computers and/or the network systems, without the express, written consent of the school
- h) Copying programs, licensed to the school, for personal use
- i) Abusing and disrupting electronic equipment and/or systems.

networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a user from our school violates any of these provisions, his or her Internet access will be terminated and future access could possibly be denied. Disciplinary and/or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## INTERNET ACCESS – TERMS AND CONDITIONS

### 1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. Your use must be in support of education and research, and consistent with the educational goals and objectives of our school. Each user is personally responsible to follow these provisions at all times when using the network.

- a) Use of other organization's network or computing resources, including "cloud computing" must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening material, obscene material, pornographic material and criminal activity.
- c) Use for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Use of the network in any way that would disrupt network use by others is prohibited.
- e) **NEVER** reveal personal information such as your address, phone number, password or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, and/or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

### 2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrator will deem what is inappropriate use and his or her decision is final.

### 3) Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited to, the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages.
- b) Use appropriate language. Remember that you are a representative of your school and diocese on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. **Illegal activities are forbidden.**
- c) All communications and information accessible via the network should be assumed to be private property.

### 4) Online Safety and Behavior

Kennedy Catholic School, in accordance with amendments to the Children's Internet Protection Act (CIPA) contained in the "Protecting Children in the 21<sup>st</sup> Century Act" (October, 2008), will include in our technology education program for minors instruction concerning:

- a) Appropriate online behavior;
- b) Interacting with other individuals on social networking websites and chat rooms;

- c) Cyber bullying awareness and response. "Cyber bullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones.

### 5) Electronic Mail (E-Mail)

Whenever you send electronic mail, your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID, therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over E-mail.
- c) The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, and/or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school computer's hard drive or computer disks which were purchased by the school are considered the property of the school.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts to send or sending harassing, obscene and/or other threatening e-mail to another user are prohibited.
- g) Attempts to send or sending unsolicited junk mail, "for profit" messages or chain letters are prohibited.

### 6) Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's information to log onto the system. If you feel you can identify a security problem, you must notify a teacher or administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to a teacher or administrator.

### 7) Updating Your User Information

If any information on your account changes, (e.g., telephone number, location, home address) it is your responsibility to notify a teacher or administrator.

### 8) Services

Kennedy Catholic School makes no warranties of any kind, whether expressed or implied, for the computer and Internet service it is providing and will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. Kennedy Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through use of the Internet.

## SECTION THREE: ADOPTION

Catholic Schools Office of the Diocese of Erie Acceptable Use and Internet Safety Policy  
Approved by the Catholic Schools Office of the Diocese of Erie, August 2, 2010

Revised June, 2012

**Kennedy Catholic Middle/High School  
Acceptable Use and Internet Safety Policy**

**Parental Consent Agreement**

Kennedy Catholic has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that neither the School nor the Diocese of Erie has total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, we support and respect each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use and Internet Safety Policy ("the policy") and I have either explained it to my child/ward (student) or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at Kennedy Catholic.

2. Check one: \_\_\_\_\_

I hereby consent to the student having access to, and use of, the telecommunications resources at Kennedy Catholic, I also hereby indemnify and hold harmless the Diocese of Erie and \_\_\_\_\_ School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

I do not consent to the student having access to, or use of, the telecommunications resources at Kennedy Catholic

Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Parent/Guardian (Please Print) \_\_\_\_\_

Name of Student (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

Home Street Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Office \_\_\_\_\_ Phone \_\_\_\_\_

**Kennedy Catholic**

**Acceptable Use and Internet Safety Policy**

**Student Agreement**

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I have read the ~~Acceptable Use and Internet Safety Policy~~. I understand its importance, and I agree to willingly follow all terms and conditions of it. I further understand that violation of this agreement would be wrong and might even be a criminal offense. Should I choose to violate this agreement, my privileges will be taken away and disciplinary action, and/or appropriate legal action may be taken.

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

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Name of Student (Please Print) \_\_\_\_\_ Grade \_\_\_\_\_

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Name of Parent/Guardian (Please Print) \_\_\_\_\_

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Home Street Address \_\_\_\_\_

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City/State/Zip \_\_\_\_\_

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Home Phone \_\_\_\_\_ Parent's/Guardian's Office Phone \_\_\_\_\_