



## **Technology Code of Conduct - Acceptable Use Policy**

Internet access is now available to students and staff in Blessed Sacrament School. We are very pleased to bring this access to our schools and believe the Internet offers vast, diverse and unique resources to both students and staff. Our goal in providing this service to students and staff is to promote educational excellence in schools by facilitating resource sharing, innovation and communication.

Students and staff have access to the following:

- Information and news from educational sites (NASA, Smithsonian, etc.)
- Public domain software
- Google Suite for Education
- E-Mail, Video Conferencing and Instant Messaging

With access to computers and people comes the availability of material that may not be of educational value in the context of the school setting. Blessed Sacrament has partnered with a third part to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial material.

### **Acceptable Use**

User access must be consistent with the educational objectives of Blessed Sacrament School. Use of other organizations' networks or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any state, federal or international law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or pornographic material, or material protected by trade secrets. System administrators will be monitoring access to all system usage, including e-mail. Material relating to or in support of illegal activities or unauthorized activities will be reported to the appropriate authorities.

### **Privileges**

The use of the Internet is a privilege, not a right, and inappropriate use may result in cancellation of those privileges and other disciplinary actions. Prior to receiving access privileges, users will be informed of the school district's Technology Code of Conduct - Acceptable Use Policy (this document). A team of system administrators (which includes the Superintendent, Director of Technology, Administrators, Computer Coordinators, Computer

Teachers and other instructional staff members) will deem what is inappropriate use. The system administrators may deny, revoke or suspend access privileges at any time as required.

### **Internet Etiquette**

All students are expected to abide by the generally accepted rules of Internet etiquette. These include (but are not limited to) the following:

- Do not be abusive in communications to others.
- Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal personal addresses, phone numbers, Social Security numbers, or other identifying personal information.
- Do not use the network in such a way that would disrupt the use of the network by other users.
- Do not engage in any illegal activities.

### **Other Responsibilities**

- Users exercising their privileges to use the Internet as an educational resource assume responsibility for all material received.
- Users assume the responsibility of not committing copyright violations.
- Users are required to obtain permission from a systems administrator prior to subscribing to any newsgroups or lists.
- Users assume the responsibility for using the electronic mail system in accordance with the guidelines.
- Users have the responsibility to report all violations of privacy.
- Users assume the responsibility of making only those contacts leading to some justifiable educational end.
- Users are responsible for making sure all files sent and/or received do not contain pornographic material, inappropriate information, or viruses.

### **Disciplinary Action for Violation of Acceptable Use Policy**

- Requirement to seek assistance in learning the proper procedure before he/she is allowed to use computer equipment.
- Administrator/parent contact.
- Behavioral contracts.
  
- Denial of participation in live class instruction and/or school activities.
- Denial of access to the Internet for a specified period of time.
- Denial of access to computer equipment and other technology resources.
- Suspension from school and/or other appropriate disciplinary action.