

Curricular Resources**Mary of Lourdes School Acceptable Use Policy****Introduction**

Mary of Lourdes offers Internet access to all students and staff with various technologies. To gain access to the Internet all students and parents must sign and date the following Acceptable Use Policy. The policy is designed to protect the intellectual property rights of individuals and organizations, to define ethical and appropriate use of technology, and to define responsibilities.

The Internet provides a wealth of information and is a valuable resource for students and staff. It is a tool that allows the user to conduct research, access databases, and other informational sources such as libraries, museums, and universities.

Proper use of the Internet is the responsibility of the user. Access will be given to those students who demonstrate responsibility and act in a considerate manner. Parental permission is required. Any inappropriate use of the computer system may result in the loss of the user's computer privileges; further disciplinary action may occur. The school is the ultimate authority of appropriateness and legitimacy for use. Access is a privilege, not a right.

Student computer files, including information retrieved from the Internet, *are not* considered **private** material. Staff has the right to access and review all student files. Users should not expect that their files would be private. Staff will guide students toward appropriate sites.

These policies apply to all users of the school's Internet Account and technology resources.

Acceptable Use:**The following list is specific, but please note it is not all-inclusive.**

1. User will access, upload and download only from school appropriate educational sites, information, language and graphics; the school and instructor shall have absolute discretion on determining whether the content is acceptable.
2. User will not give out name, address, telephone number, email address, parent's work address/telephone number or the name and location of the school without the instructor's permission.
3. User will not give out the names, addresses or telephone numbers of friends.
4. User will report to a staff member any misuse of information, graphics, etc by others.
5. User will not send any inappropriate or anonymous messages; the school and instructor shall have absolute discretion on determining whether the content is acceptable.
6. User will not maliciously threaten or use inappropriate language.
7. User will not engage in any type of harassment or discrimination.
8. User will not engage in any online 'cyber' bullying, via Facebook or other social media.
9. User will follow all copyright laws.
10. User will use only the assigned password.
11. User will acknowledge that information is not private and will be inspected without notice.
12. User will not engage in any form of solicitation without the consent of the instructor.
13. User will not engage in any form of gambling.
14. User will not access any games without prior approval.
15. User will avoid wasting limited resources; such as paper, hard drive space and bandwidth. (over...)

Access Rules

1. User will use only approved software and apps provided by the school.
2. Student users will be limited to Internet sites set by the instructor.
3. Users will not accept nor transfer chain letters.

4. User will not subscribe to newsgroups or list servers without the permission of the instructor.
5. User will not be allowed to enter or participate in chat rooms.
6. User will not modify, alter, or delete any files belonging to other users.
7. User will not modify, copy, or move files without the consent of the instructor, except for student-created files copied to or from a jump drive, CD, or web-based file sharing.
8. Student users will be subject to any additional rules, limitations and conditions set forth by the instructor.

Security

- Every user must respect and follow the security rules set up by Mary of Lourdes School. Users will not divulge passwords or security protocols to anyone outside of the school. Users will not permit non-employees or unauthorized users to use their password and/or access Mary of Lourdes School Internet. Mary of Lourdes School uses firewall and content filtering technologies to safely guard its systems and users from inappropriate material on the Internet. The user is still held responsible for accessing only educationally appropriate material and following all security rules at Mary of Lourdes School. All devices will be monitored by staff during the school day, and the school will use a monitoring software program that encourages proper usage.

Scope

This policy shall apply to all students, staff, volunteers, administration, and vendors from Mary of Lourdes School who will be accessing the Internet from Mary of Lourdes School.

Consequences

Violations of this policy shall result in disciplinary action, which may include but not limited to: revocation of users Internet access privileges, school disciplinary action including suspension or expulsion and legal action if deemed appropriate.

Mary of Lourdes School

Student Acceptable Use Agreement

In order to use Mary of Lourdes School Internet, I agree to the following rules:

1. I will access, upload and download only appropriate language and graphics.
2. I will report to the instructor any information, graphics, etc, that are inappropriate or do not agree with school policy.
3. I will not maliciously threaten or use inappropriate language or graphics.
4. I will report immediately any inappropriate or threatening messages that I receive.
5. I will not give out my name, address, telephone number, parent's work address/telephone number or the name and location of my school without an instructor's permission.
6. I will not give to anyone the names, addresses or telephone numbers of friends.
7. I will not post any anonymous messages.
8. I will use only the assigned password and/or computer.
9. I will be aware of and follow all copyright rules.
10. I will avoid wasting limited resources; such as paper, hard drive space and bandwidth.
11. I will not engage in any form of gambling.
12. I will not access any games without prior approval.
13. I acknowledge that my files can and will be inspected by the instructor without my consent.
14. I will follow the instructors' rules about the length of time I can use the Internet and when I can be online.

Adopted: April 1997
Board

Mary of Lourdes School

Revised: April 2004, June 2015, October 2015



Mary of Lourdes School

205 3rd St. NW – 307 4th St. SE

Little Falls, MN 56345

MARY OF LOURDES SCHOOL TECHNOLOGY & INTERNET ACCEPTABLE USE AGREEMENT

STUDENT

This form must be signed and on file before technology access is granted. As a user of Mary of Lourdes School technology resources, I have read and do understand the school's policies relating to safety and acceptable use of the school's technology resources and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken including possible suspension or expulsion, and/or appropriate legal action may be taken.

User's Full Name (Please Print) _____

User's Signature _____ Date _____

Student Advisory _____

PARENT OR GUARDIAN

As the parent/legal guardian of the minor student signing the above, I have read the Mary of Lourdes policies related to safety and acceptable use of the school's technology resources and the Internet. I understand that this access is for educational purposes only. I understand my child will be held responsible for any violations. Consequently, the student will be denied access to the Internet or other disciplinary action deemed appropriate by administration for such violations. My child understands the rules stated above and will cooperate with the school on all accounts. However, I also recognize it is impossible for the school to completely protect or restrict access to all controversial materials, and I will not hold MOLS or its employees or agents responsible for materials acquired on the Internet or by using school technology resources. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on the form is correct.

Parent/Legal Guardian(s) Full Names (Please Print) _____

Parent/Legal Guardian Signature _____ Date _____

Parent/Legal Guardian Signature _____ Date _____

_____ I give my child permission to use the Internet at Mary of Lourdes School.

_____ I do not give permission for my child to use the Internet at Mary of Lourdes School.

MOL One-to-One PROGRAM

Goal of Program: To continue to prepare our students in using electronic devices as an effective cross-curricular learning tool at MOL and thereafter in high school.

- Overview & Timeframe:
 - Gr. 6-8 students will each have a device assigned to them for the full school year to take home.

- Gr. K-5 students will each have a device assigned to them for the full year for use in the classroom. **NOTE: In the event of distance learning, K-5th graders may have the opportunity to check these devices out to take home.**

- Care of the devices:
 - No upfront fees will be incurred. However, families pay for any damages to the device.
 - If a device is lost, the family will be charged the current market value of the device.
 - Device's will be inspected once a month. Any damages (cracked/broken screens, damaged chargers, etc.) will be repaired at the student's/family's expense. The parent will be notified of the damage and the cost of the repair prior to the device being repaired. It is up to the discretion of the school as to whether or not the repair is necessary for the life and operation of the device.
- Student devices may be turned in at any time during the year for staff monitoring purposes. All devices will also be monitored by staff supervision during the school day, and the school will use a monitoring software program that encourages proper usage.

ACCEPTANCE & RECOGNITION OF RESPONSIBILITY FOR ALL INFORMATION REGARDING DEVICE USAGE

Student Name: _____

Grade: _____ Advisor/Teacher: _____

I have read and understand the information above outlined and requested by Mary of Lourdes School. I will take personal responsibility to follow the rules, regulations, expectations, and policies outlined. I will also take personal responsibility to follow any other reasonable request or rule made by the school administration, teachers, paraprofessionals or other designated persons of Mary of Lourdes School.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

DEVICE ASSET ID# _____

DISCLAIMER: THIS FORM WILL ONLY NEED TO BE FILLED OUT ONCE; THIS AGREEMENT IS IN EFFECT AS LONG AS YOUR CHILD REMAINS AT MARY OF LOURDES SCHOOL OR IS TERMINATED IN WRITING.