

Telecommunications Policy

Student Expectations in Use of the Internet

The use of the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the **“Discipline Code for Student Conduct”**, **“Harassment Policies”** and the **“Summary Statement”** in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school’s discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school’s guidelines (see parent/student handbook).
7. Parents must give their permission for their child to use the Internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. Parents also have the option of denying permission for their child to use the Internet independently at school
8. Students must abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

Standards of Behavior

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you “meet” on-line.
- Only public domain software (“shareware”) can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords or try to learn others’ passwords. Do not copy, change, read or use files from another user without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or “list servers”. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.

- Do not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures including expulsion will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology Use (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (pda's), chat lines, bulletin boards, etc., outside normal academic hours and/or off school grounds are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct", "Harassment Policies" and the "Summary Statement".
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *Transmission of any material in violation of any U.S. or state regulation is prohibited.* This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

Use of School Grounds

Our Lady of Perpetual Help School does not have staff available to supervise students present on the school grounds before 8:00 AM and after 2:30 PM. Students should not arrive on the school grounds prior to 8:00 AM and parents must arrange to pick up at dismissal times. **IN THOSE INSTANCES WHEN STUDENTS ARRIVE ON THE SCHOOL GROUNDS PRIOR TO 8:00 AM, PARENTS MUST PROVIDE FOR THEIR CHILD'S PROTECTION AND SUPERVISION.** Students remaining on school grounds after dismissal time will be sent to the afterschool program and the daily fee must be paid at pick up time.

Withdrawals and Transfers

A transfer request must be obtained from the school secretary. All books must be returned. All bills must be paid before records are transferred to another school.