

## ARCHDIOCESAN INTERNET ACCEPTABLE USE POLICY

### Our Lady of Lourdes School

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school.
2. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the Principal (or Head Teacher), and his or her decision is final.
3. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or state law.
  - b. Unauthorized downloading of software.
  - c. Invading the privacy of individuals.
  - d. Using another user's password or account.
  - e. Using pseudonyms or anonymous sign-ons.
  - f. Accessing, submitting, posting, publishing, or displaying any defamatory information inconsistent with the objectives and/or teachings of the school.
  - g. Engaging in abuse of the Internet. This includes communications, in or outside of school, by personal computers or mobile devices such as cellular telephones, BlackBerrys, Pocket PC's, SideKicks, pagers, and other similar devices which threaten other students or school personnel, violate rules, or disrupt the educational process promoted by the school. Abusive Internet Communication includes posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
    1. Use of illegal or controlled substances, including alcoholic beverages.
    2. Violence or threats of violence, intimidation, or injury to the property or person of another; or
    3. Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, sites, blogs, bulletin board systems, in e-mail communication or attachments, in discussion or user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
    4. Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.
    5. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.
    6. Employees are prohibited from permitting any other individual or entity from creating a web site for the School facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the Principal.
    7. Employees are not permitted to allow a non-employee to use the School computer or other equipment unless the non-employee is an authorized volunteer.
    8. The school reserves the right to monitor employee and student use of School computers, including an employee's Internet use and email use and content. Thus, employees and students have no expectation of privacy in their use of School computers, the Internet, or email.

STUDENT AUTHORIZATION FOR INTERNET ACCESS

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Each student and his or her parent(s)/guardian(s) must receive the Internet Acceptable Use Policy and sign this authorization before being granted supervised or unsupervised access to the Internet. Teachers and other staff must also sign as a condition of using the School's Internet connection. Students, parent(s)/guardian(s) and staff need only sign this authorization for Internet Access once while enrolled in the School or employed by the School.

*I have received training on appropriate use of the Internet and I have received, understand, and will abide by the Internet Acceptable Use Policy.*

Dated: \_\_\_\_\_  
User Signature

The following must also be signed by a Parent/Guardian if the user is a student under the age of 19.

*I have read the Internet Acceptable Use Policy and this Authorization for Internet access and understand and agree to the terms of that Policy. I understand that access is designed for educational purposes and that the school prohibits the access of inappropriate materials, but that it is impossible for the School to restrict access to all controversial and inappropriate materials. I will hold harmless the School, its employees, and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child's behalf, to the terms of the Internet Acceptable use Policy; I affirm my child's obligations pursuant to that policy and this authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with that policy and/or Internet use. I have discussed the terms of the Authorization with my child. I hereby request that my child be allowed access to the Internet.*

Dated: \_\_\_\_\_  
Parent/Guardian



EMPLOYEE ACKNOWLEDGEMENT FORM

I, \_\_\_\_\_, acknowledge receipt of the "Internet Acceptable Use Policy" and I further acknowledge that I have read the document, understand my obligations as outlined in the document, and agree to abide by the terms of the document while employed by Our Lady of Lourdes School.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date