

# OUR LADY OF MERCY SCHOOL

## AGREEMENT

### ACCEPTABLE USE OF ELECTRONIC INFORMATION RESOURCES

#### GRADES K-8

Dear Parents and Families,

The Internet is a powerful educational resource with a wealth of information. It is also a great communication tool. Effective use of the Internet for both of these purposes is a big part of our Student Learning Expectations for the students of Our Lady of Mercy School. We believe that these benefits of Internet use far exceed potential disadvantages. Everyone using the Internet at OLM School is expected to act in a responsible, appropriate manner that is consistent with our Catholic identity. We realize that there are concerns about children accessing materials that are illegal, defamatory, inaccurate or potentially offensive. OLM School has set up a filter that blocks our school's computers from accessing most of these undesirable sites.

In addition, the following precautions are taken:

- Students are supervised while using the Internet in school
- Students breaking the rules outlined in this Acceptable Use Policy (AUP) will not be permitted to access our school's computers for a given amount of time, depending on the offense.
- Parents/guardians are required to sign this agreement before students are allowed to use the Internet.
- No pictures or last names of students will be used on the school web site without parental consent.
- The rules found in this AUP are discussed in the Computer Lab.

The following is a statement of the rules and guidelines for the acceptable use of electronic information resources at Our Lady of Mercy School. It is provided for your use to help young students understand what is acceptable behavior with the use of technology. Please sign the form below taking into consideration the rules and guidelines that follow. Please read this Agreement completely and carefully. When signed by you and your child, it **becomes a legally binding contract**. Please return the signed Agreement to your child's teacher to apply for access to these electronic resources.

## OLM INTERNET USAGE POLICY

There are multiple computers in the school's Computer Lab, library and classrooms available for students use in both instructional and less supervised settings. These computers have access to a wide range of educational materials by means of the Internet or computer online services. While OLM uses content filtering technology on all school computers with Internet access to protect against unacceptable web content, no web filtering technology is 100% safe. **The staff at OLM realizes this fact and takes every effort to monitor online activity.**

## **Guidelines for using the Internet and Online Services:**

1. **BE POLITE.** Never send, or encourage others to send, messages that are not polite. Use electronic resources wisely. Log off when you are finished.
2. **USE APPROPRIATE, RESPECTFUL LANGUAGE.** Remember that you are a representative of your school when you are online. In your messages always use language that you know is appropriate and respectful. Never send messages that you think will make another person feel bad or make them angry. Never draw pictures or write words using the computer that you would not want your parents or teacher to see.
3. **PRIVACY.** Do not send any message that includes personal information such as a home address or phone number for yourself or any other person. Report to your teacher any person who asks for personal information or violates your privacy. Note that e-mail is no more private than a postcard. Students should not expect that files stored on school computers are private.
4. **MISUSE.** Do not do anything to the computer, mouse, headphones, keyboard, cables, CDs, printers or other equipment that would break them or cause them not to work. Report to your teacher any misuse of the network, online service or equipment.
5. **ELECTRONIC MAIL AND ONLINE CHAT.** While the school supports the privacy of electronic mail and online chat content, you must assume this cannot be guaranteed.
6. **INFORMATION.** The information accessed by the use of electronic services may or may not be accurate. The School makes no guarantees of any kind concerning the accuracy of information obtained online. When doing research, it is the student's responsibility to prove the validity of the source by comparing it to other sources.
7. **VANDALISM.** Never move, delete, or trash any applications or files that are not yours.
8. **SHARING ACCOUNTS.** You are responsible for your account. Do not share your login or password with anyone except the network administrator. Any misuse of your account is your responsibility. Attempts to logon as another user may result in termination of privileges.
9. **PLAGARISM:** It is wrong to copy someone else's work unless you have their permission and include their name on it. Unauthorized distribution or copying of copyrighted material and or software is not permitted.
10. Supplies such as paper, ink and time on the computer are limited resources. Do not waste them. Print only when your teacher tells you. Use your time on the computer wisely.

## **Rules For Online Safety:**

1. Never give out personal information such as your full name, address, telephone number, school address, or send a picture of yourself without your teacher's approval.
2. Do not agree to get together, or meet, with anyone you have communicated with through the Internet without your parent's knowledge and approval. Meet only in a public place and take along one of your parents.
3. If you receive any messages on the computer that are mean or make you feel uncomfortable, tell an adult immediately.

## INTERNET ACCEPTABLE USE AGREEMENT:

I understand and will follow the guidelines and policies listed in the Acceptable Use Policy for OLM School. I understand that the use of electronic services is a privilege, and inappropriate use will result in the loss of that privilege.

My child and I have discussed this topic and understand that both the accessing, saving, or distribution of any inappropriate or controversial materials will not be tolerated. The accessing, saving and distribution of such material will result in my child's loss of Internet and online service privileges and may also result in other disciplinary action by the school.

As the parent/guardian(s) of the student listed below, I understand and accept that the school staff cannot individually monitor all of the information my child is able to access, download, or transmit at these computers. I also accept that it is impossible for the school staff to completely prevent access to inappropriate or controversial materials and hold the teachers, staff members, Our Lady of Mercy School, and the Diocese of Fresno harmless and not legally liable for materials distributed to or acquired from the school's computers.

## ACCEPTABLE USE POLICY:

Please CHECK those items that apply:

\*  I give permission to Our Lady of Mercy School to allow my child computer access to the Internet or online services and my child agrees to the usage guidelines listed herein.

or...

I **do not** give permission to Our Lady of Mercy School to allow my child computer access to the Internet or online services. Since the school cannot always prevent student access to such services, I have directed my child not to access the Internet or online services.

For identified medical/health reasons, my child should not use a computer for more than \_\_\_\_ hours per school day.

## ELECTRONIC RELEASE FORM

Please Check only one:

\*  I give permission to display my child's photograph, videotaped image, written work and drawings.

I do not want my child's photograph or videotaped image to be displayed, but will allow his/her work or drawings to be displayed.

I do not want my child's photograph, videotaped image, work or drawings to be displayed.

\* Recommended options

\_\_\_\_\_  
Parent's Guardian's PRINTED name

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's PRINTED name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Teacher

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room Number

Daytime Phone Number: \_\_\_\_\_