

Student Use of the Internet - Educational Use Policy and Agreement

1. Student use of the Internet on school computer hardware, on school premises, or through school obtained accounts, both on-site and through remote connections, is governed by the policies of the Board of Catholic Education, the procedures of the Administrators= Handbook of the Diocese of Youngstown, and the Student/Family Handbook of St. Paul School.
2. Where applicable, student use of Internet accounts are governed by the Account Policies and Procedures of the DA - site providers.
3. Student use of the Internet is also governed by principles of ethical use and current law governing copyrighted materials, etc. Each user is responsible for all material sent and received under their user account.
4. The use of Internet accounts is a privilege and may be revoked by the principal, Internet coordinator, teacher, or Internet provider at any time for violations of these policies.
5. All telecommunications access on school computers is limited to school-obtained accounts and is restricted to educational business and school related projects. Personal accounts on commercial services or other Internet providers may not be used in school. Student use must be supervised by the teacher, Internet coordinator or network administrator.
6. An Internet use consent form must be signed by the student, parents, and sponsoring teacher before a student account is established. This form must be kept on file and renewed annually.
7. Computers, including all information, programs, software and use privileges belong solely to the school and are subject to review and inspection at an time without suspicion or cause. The school reserves the right to inspect, copy and /or delete all files and records on school computers or accessed through school accounts.
8. Account holders are responsible to safeguard passwords and access protocols, and insure their account is protected from unauthorized access. Account holders will be held accountable for all activity logged on their account, regardless if they were personally the user. All users are required to adhere to the following password controls:
 - a. Passwords shall be non-meaningful terms. Passwords should not be of a common nature such as last name, street name, etc.
 - b. Passwords should not be displayed, divulged, accessible or shared. If there is reason to believe that a password has become known, it should be changed immediately.
 - c. Passwords should never be written down, attached to the terminal, placed under the keyboard, or any other insecure place.
 - d. Account holders should notify their teacher-sponsor or the teacher of the class if unauthorized access to their account is detected or suspected.
9. Student use of the Internet is governed by the student behavior code as included in the current Student/Family handbook. Inappropriate computer behavior/use includes, but is not limited to the following:
 - a. Academic misconduct, including the transmission of unauthorized academic information.
 - b. Theft, including copyright infringement and unauthorized copying, and unauthorized use of another=s password, account or files.
 - c. Damage or Destruction of Property including the alteration of/ or deletion of files, and knowingly introducing viruses or otherwise disrupting others= use of the computer.
 - d. Forgery, including hacking into unauthorized computers, sites, or information databases.
 - e. Attempting to access restricted computer nets or usergroups or databases.
 - f. Failure to cooperate with agreement regulations, supervisors= directions, or school procedures of computer use.
10. Consequences of inappropriate computer use shall be clearly stated in the student family handbook

and behavior code:

- a. In general, penalties for minor infraction are determined by the teacher, Internet coordinator, and /or network administrator, e.g. loss of computer privileges for a period of time. Student receiving the loss of privileges will have their password changed during the penalty time. Teachers may request reinstatement of privileges for a student only for the purpose of completing a required assignment. A student reinstated under this provision must be supervised at all times.
- b. For major infractions, or at the discretion of the principal in discussion with the teacher, student compute privileges my be revoked for the remainder of the academic year. Suspension and/or expulsion may result according tothe procedures in the Administrators= Handbook.
- c. Notification of parent of a student=s inappropriate computer use may be made at any time.