

STUDENT COMPUTER USE POLICY

PURPOSE

In an effort to prepare students with the ability to function in a computerized society, the Archdiocese of Miami requires that St. Bartholomew Catholic School include a component of computerized education as a part of the core curriculum for all students.

The curriculum's component of computerized studies includes: keyboarding and mouse usage instruction, identification of pertinent computer devices, and proper log on/off procedures. Computerized studies will also introduce the following: word processing, spreadsheet, databases, graphics and multimedia, electronic transmissions, and Internet and the World Wide Web usage according to grade level requirements.

In order for students to participate, and access the internet and the World Wide Web, which is a graded segment in the curriculum's computerized studies, the parents and students must read, understand, and sign an agreement to comply with the following policies, rules, and conditions governing the use of St. Bartholomew Catholic School's computers and telecommunications equipment and services.

ACCEPTABLE COMPUTER/INTERNET USE POLICY

Use of the Internet by students is a privilege that is permitted and encouraged where its use is suitable for educational purposes. The Internet is to be used in a manner that is consistent with the St. Bartholomew Catholic School resources, and is intended to be used for educational purposes only.

GENERAL PRINCIPLES

School-provided Internet/Intranet privileges, like computer systems and networks, are considered St. Bartholomew Catholic School resources, and are intended to be used for educational purposes only.

School e-mail accounts, Internet user-ID, and web pages should not be used for anything other than school-sanctioned communications. St. Bartholomew Catholic School reserves the right to determine the suitability of transmitted information.

Students should be aware that any usage, including distributing or receiving any information, school-related or personal may be monitored for unusual activity, security, and/or network management reasons.

EMAIL POLICY

The Advisory Council of Principals has passed the following policy regarding e-mail:

To avoid the appearance of impropriety, members of the faculty and/or staff are not to be in contact with students via e-mail for purposes other than academics or school sponsored extra-curricular activities. Therefore, students must only e-mail teachers and or staff members concerning schoolwork.

Correspondence via e-mail is not guaranteed to be private. Accordingly, if students have sensitive information to transmit, they should use other means. St. Bartholomew Catholic School reserves the right, at its discretion, to monitor any student's electronic transmissions to the extent necessary to ensure electronic media and services are being used in compliance with St. Bartholomew Catholic School standards of conduct.

It should be made clear to the recipients of Student electronic transmissions that opinions expressed by individuals are not necessarily those of St. Bartholomew Catholic School.

Students will agree to abide by any and all rules for computer usage and the access of the internet and World Wide Web expressed in this computer policy by St. Bartholomew Catholic School.

UNACCEPTABLE COMPUTER/INTERNET USE POLICY

Students will not visit websites that contain obscene, illegal, hateful, discriminatory, or derogatory to any individual or group.

Students will not send or receive any material that is obscene, illegal, hateful, discriminatory, or derogatory to any individual or group.

Students will not send or receive any material that is intended to annoy, harass or intimidate another person or group.

Students will not be allowed to bring to school and place in the school's computers any CD-ROMs (musical, program applications, or data), or diskettes. Diskettes will be provided to the students by the Computer Teacher.

Students will refrain from sending and receiving, uploading or downloading unusually large data files, graphic files, jpeg, bitmap, and compressed data and graphic images.

Students will refrain from usage that includes and not excludes the data files that contain malicious Active X programming, macros, and the propagation of computer viruses that may intentionally interfere with the normal operation of St. Bartholomew Catholic School computer lab and or network.

Students will not spend computer lab time on non-educational content by merely surfing the Internet.

Students acknowledge that the Internet and the World Wide Web are to be used only for constructive and educational purposes.

Students will not upload, download or otherwise transmit plagiarized or copyrighted material that is a violation of St. Bartholomew Catholic School's standard of conduct and laws mandated by the government.

Students will not reveal or publicize personal, confidential, or proprietary information which includes, but is not limited to: student's or classmate's personal home addresses, telephone numbers or the name and location of St. Bartholomew Catholic School without expressed teacher's permission.

Students are not allowed to use any form of cryptography to encrypt any electronic communications. Accordingly, if students have sensitive information to transmit, they should use other means.

Students will not examine, change, or use another person's files, output or user name without the other person's and/or their teacher's expressed permission.

Students will report to their teacher any information or fellow classmate computer usage that makes them feel uncomfortable.

VIOLATIONS

Any student who abuses the privilege of their access to the use of St. Bartholomew Catholic School's computers, telecommunications equipment, and the Internet/World Wide Web services in violation of this policy may be subject to the following disciplinary actions:

- † Verbal reprimand
- † Written warning that will be issued to students and parents
- † Suspension of access privileges
- † Revocation of access privileges
- † Termination of Enrollment (extreme cases)