ACCEPTABLE USE POLICY, 2017-2018

Introduction

Stella Maris Academy has an onsite server and computer network accessible to students and teachers. Internet access is available for student use. This will provide students with access to a variety of Internet-based resources. In order for students to use the Internet and technologies, students and their parents or guardian must first read and understand the following acceptable use polices.

Acceptable Uses

1. The computer network at Stella Maris Academy has been set up in order to allow Internet access for educational purposes. This includes classroom activities, research activities, peer review of assigned work, and the exchange of project-related ideas, opinions and questions.
2. Students will have access to the Internet via classroom and lab devices. Student access of school provided devices is supervised and involves skill based lessons through the integration of technology into projects, assignments and regular curricular activities.
3. Network users must respect resource limits and must remain within their allotted disk space. Users are responsible for deleting old and unused files that may take up excessive amounts of storage space. Student/teacher accounts are to be managed by the user of the account. School personnel, including teachers have access into student accounts. Administrative staff has access into teachers' accounts. Stella Maris Academy is not responsible for the loss of personal materials stored in the user account.
4. Student use of the Internet is contingent upon parent/guardians permission in the form of a signed copy of this Acceptable Use Policy. Parents/guardians may revoke approval at any time for their child(ren).
5. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, students should expect that e-mail's, material placed on personal Web pages, and other work that is created on the network will be viewed by a third party.
6. Network users must keep their passwords private. Accounts and/or passwords may not be shared.
7. Network users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

1. The network may not be used to download, copy or store any software, shareware of freeware without prior permission from the teacher or network administrator.
2. The network may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.
3. Use of the network for advertising or political lobbing is prohibited.
4. The network may not be used for any activity, or to transmit any material, that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.
5. Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
6. Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Network users may not access Web sites, news groups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.
8. Network users may not engage the use of social media websites during school hours, in personal e-mail or communication not directly related to their instruction, or participate in "spamming" (sending an non-school related e-mail to more than 25 people at the same time) or in sending chain letters and mass forwards.

Safety Guidelines

1. Never give out your last name, address, or phone number via the internet
2. Avoid social media websites or regular use of the network tool
3. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
4. Notify an adult or the network administrator immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
5. For students, your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. Stella Maris Academy expects you to follow your parent's wishes in this matter.

User Name (Printed): _____   Signature: _____

Parent Signature (if student): _____   Date: _____