

**DIOCESE OF ALLENTOWN
ASSUMPTION BVM SCHOOL
INTERNET SAFETY POLICY**

**For USE OF THE COMPUTERS, NETWORK, INTERNET, ELECTRONIC INFORMATION
AND COMMUNICATIONS**

Introduction

It is the policy of *Assumption BVM School* to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; (d) prevent use of network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church and (e) comply with the Children’s Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Definitions

*Key terms are as defined in the Children’s Internet Protection Act.**

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet Filters”) shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the *Assumption BVM School* online computer network when using any forms of electronic communication.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Education, Supervision and Monitoring

It shall be the responsibility of all members of the *Assumption BVM School staff* to educate, supervise, and monitor appropriate usage of the online computer network and access to the

Internet in accordance with this policy, the Children’s Internet Protection Act and the Protecting Children in the 21st Century Act.

Procedures for modifying any technology protection measures shall be the responsibility of administration and technology coordinator.

The principal or designated representatives will provide age-appropriate training for students who use the *Assumption BVM School* Internet facilities. The training provided will be designed to promote the *Assumption BVM School’s* commitment to:

- a. The standards and acceptable use of internet services set forth in the *Assumption BVM School Internet Safety Policy*;
- b. Student safety with regard to: safety on the internet; appropriate behavior while online; cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children’s Internet Protection (“CIPA”)

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the acceptable use policies.

The Faculty of Assumption BVM School adopted this Internet Safety Policy at a meeting on Wednesday, September 20, 2017.

***CIPA definitions of terms:**

MINOR. The term “minor” means any individual who has not attained the age of 18 years.

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, that is anything of indecent or immoral character, including pictures, written words, recorded sound, or profane language, as that term is defined in Section 1460 of Title 18, United States Code;
2. CHILD PORNOGRAPHY, means any visual depiction, including any photograph, film, video, picture, or computer or computer-generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, as that term is defined in Section 2256 of Title 18, United States Code; or 3. Harmful to minors.
3. HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

- c. Taken as a whole, lacks serious literary, artistic, political, or scientific value to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in Section 2246 of Title 18, United States Code.

DIOCESE OF ALLENTOWN
ASSUMPTION BVM SCHOOL

ACCEPTABLE USE POLICY for COMPUTING AND INTERNET ACCESS

Please read the following carefully before signing this document. This is a legally binding document. Return the signature page at the end of this document.

SECTION ONE: GENERAL COMPUTING POLICY

1. Acceptable Use

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user **must abide** by the terms of all software licensing agreements and copyright laws. Therefore, the following are prohibited:

- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- Use of facilities and/or services for commercial purposes
- Any unauthorized, deliberate action which damages or disrupts a computing system location or time duration
- Copying programs purchased by you onto Assumption BVM School computers and/or the network systems, without the express, written consent of Assumption BVM School
- Copying programs licensed to Assumption BVM School
- Abusing computer equipment

2. Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore, the following are prohibited:

- Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- Decryption of system or user passwords
- Copying, deleting, or moving system files
- Deleting, examining, copying, or modifying files and/or data belonging to other users
- Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- The willful introduction of computer “viruses” or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks

- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school/institution from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

SECTION TWO: INTERNET ACCESS

Internet access is available to employees and students of *Assumption BVM School*. We are pleased to bring Internet Access to *Assumption BVM School* and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to **promote academic excellence** at *Assumption BVM School* by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- Many University Library Catalogs, the Library of Congress, and ERIC;
- Discussion groups on a plethora of topics;
- Public domain and shareware of all types;
- Information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. *Assumption BVM School* has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and a conscientious user may discover controversial information. We, at *Assumption BVM School*, firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of your responsibilities. In general, this requires efficient, ethical, and legal utilization of the network resources. **If an Assumption BVM School user**

violates any of these provisions, his or her Internet access could be denied or terminated. Disciplinary or legal action including, but not limited to, criminal prosecution under state and federal laws may also be taken, suspension and/or expulsion are also options. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET ACCESS – TERMS and CONDITIONS

1) Acceptable Use***

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States and provide access to unique resources and opportunities for academic achievement. The use of *Assumption BVM School* Internet must be in support of education, and must be consistent with the educational objectives of the school. Each user is personally responsible for these provision at all times when using the network.

- (a) Use of devices from home is strictly prohibited.
- (b) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- (c) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- (d) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- (e) Do not use the network in any way that would disrupt network use by others.
- (f) **NEVER** reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- (g) **USE OF THE NETWORK OR COMPUTER RESOURCES TO PUBLICLY OPPOSE, DEGRADE, OR INTENTIONALLY MISREPRESENT ANY TEACHINGS, BELIEFS, OR PRACTICES OF THE CATHOLIC CHURCH ARE STRICTLY PROHIBITED.**

2)***Privileges***

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The Administration and System Administrator will deem what is inappropriate use and his/her decision is final. An administrator, faculty member, or staff of *Assumption BVM School* has the right to deny, suspend, revoke, or suspend a specific user(s) for behavior deemed inappropriate. The student will lose privileges for the remaining of a trimester or the next trimester or the rest of the year depending on the severity of the action. The student will receive a "U" – unsatisfactory for conduct.

3)*Network Etiquette*****

All students are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited to, the following:

- (a) Be polite. Do not send, or encourage others to send, abusive message.
- (b) Cyber Bullying or disrespectful behavior will not be tolerated.
- (c) Use appropriate language. Remember that you are a representative of your school on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- (d) All communications and information accessible via the network should be assumed to be private property.
- (e) Handle equipment carefully. Student will be held responsible for replacement of broken equipment.

4)*Electronic Mail*****

Students will not be given an e-mail address from the school.

- (a) Any information contained on a school/institution computer's hard drive, computer disks, flash drive, etc. which were purchased by the school/institution are considered the property of the school/institution.

5)* Security*****

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator, or notify the principal. Do not demonstrate the problem to other users. Do not reveal any account passwords to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the principal and/or the system administrator.

6)*Services*****

Assumption BVM School makes no warranties of any kind, whether expressed or implied, for the service it is providing. *Assumption BVM School* will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. *Assumption BVM School* specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Adopted by Assumption BVM School, Pottsville, PA on September 18, 2017. We would like to thank the Department of Education of the Diocese of Allentown, Nativity BVM High School, and St. Jane de Chantal School, Easton, PA for the use of their Acceptable Use Policies in the development of Assumption BVM School Acceptable Use Policy.

Assumption BVM School

Agreement for the Use of Computers and Telecommunications

Parental/Guardian Consent Form

Assumption BVM School has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, **parents and guardians are warned that Assumption BVM School and the Diocese of Allentown do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow.** Therefore, Assumption BVM School supports and respects each family's right to decide whether or not their child may have access to this resource.

I (We) are the parent(s)/guardian(s) of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I (We) have explained it to my child(ren)/ward ("student") or I (we) have assured myself that the student understands it. I (We) also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at Assumption BVM School.

Please check one:

I (We) hereby consent to the student having access to, and use of, the telecommunications resources at Assumption BVM School, I also hereby indemnify and hold harmless The Diocese of Allentown and Assumption BVM School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

I (We) do not consent to the student having access to, or use of, the telecommunications resources at Assumption BVM School.

PARENT/GUARDIAN SIGNATURE

DATE

NAME OF PARENT/GUARDIAN (Please print.)

HOME PHONE

NAME OF STUDENT(S) & GRADE (Please print.)

Street Address/City/State/Zip
