

Internet User Policy

Auburn Area Catholic School

K – 5

Use of the Internet can motivate learning, while opening new educational possibilities. Use of the “web” encourages students to review online references, obtain timely news updates, and take advantage of information available for research and other assignments.

The benefits obtained from going online are many and varied. To ensure a happy, healthy, and productive Internet experience for Auburn Area Catholic School students, while blocking access to inappropriate online information and preventing children from becoming the victims of predatory Internet users, Auburn Area Catholic School recognizes the importance of online supervision and common sense advice.

Students at Auburn Area Catholic School may not:

1. Go online without adult permission and supervision.
2. Give out identifying information (such as home address, school name or telephone numbers) in public message areas, chat rooms, or bulletin boards. These sites are off limits.
3. Arrange face-to-face meeting with other computer users.
4. Respond to messages that are suggestive, threatening, and otherwise inappropriate.

Students can access the Internet from the computer lab laptops as well as from two computers in each classroom. Students use sites recommended by their teachers or the technology staff, and are closely supervised as they research topics specified by their teachers.

Smooth operation of the network depends upon proper conduct of users. Students must adhere to the Internet Use Guidelines to maintain Internet privileges. These guidelines are clearly outlined below in order to avoid any misunderstanding of the responsibilities associated with proper Internet behavior. Any student who violates these responsibilities will lose the privilege to access the Internet. Future access to the Internet may also be denied.

TERMS AND CONDITIONS OF USE

1. **Acceptable Use:** The purpose of the school Internet program is to support research and education by providing access to unique resources and the opportunity for collaborative work. Your Internet use must be consistent with these educational objectives as given by your teachers.
2. **Privileges:** Internet access is a privilege, not a right. Inappropriate use will result in cancellation of those privileges.
3. **Vandalism:** Any attempt to harm or destroy computers and data will result in cancellation of Internet access privileges. The misuse of computer equipment or computer related equipment will not be tolerated, and may be grounds for loss of access to the use of computers and/or disciplinary action.
 - a. To avoid the inadvertent spread of computer viruses, you will only download programs with the express permission of your teacher or principal after consultation with the Parish Technology Committee.
4. **Plagiarism:** You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

Internet User Agreement and Parent Permission Form

I UNDERSTAND THE SCHOOL RULES FOR USING THE INTERNET AND I AGREE TO FOLLOW THESE RULES. IF I BREAK ANY RULES, I MAY LOSE ACCESS TO THE INTERNET AND I MAY BE DISCIPLINED.

Student's Name: _____

Student's Signature: _____ Date: _____

As the parent or legal guardian of the minor student signing above, I have read the District's Acceptable Use Policy for Student Use of the Internet and the Computer Network. I understand that this access is designed for educational purposes. The Auburn Area Catholic School has taken precautions to prevent access to inappropriate or controversial Internet materials. However, I also recognize it is impossible for the Auburn Area Catholic School to eliminate the risk of access to all controversial materials and I will not hold them responsible for controversial materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I understand the district's policy for acceptable student use of the Internet and the computer network, and I have discussed this issue with my child. I hereby give permission for my child to use the Internet and certify that the information contained on this form is correct.

Signature of Parent or Guardian: _____ Date: _____

Resources: New Haven Public School District, Swift River School District, and Bay Area Catholic Schools Technology Plan as well as the State of Michigan Department of Education

Web Publishing Policy

Auburn Area Catholic School

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The purpose of the Auburn Area Catholic School Web Publishing Policy is to promote the spiritual and educational benefits of the schools within our system; and to protect staff and students, as well as facilitate a home-school-community connection.

WHAT

Our websites will include:

1. School Calendars.
2. Hot Lunch Menus.
3. Contact information for schools, including offices.
4. Sporting events schedules.
5. Special events details.
6. Photos showing the SPECIAL things our students do!
 - a. Field trips
 - b. Productions (musical, theatrical)
 - c. Sports
 - d. Classroom projects/experiments
7. Details about individual classes.
 - a. Outcomes
 - b. Benchmarks
8. Interactive map, allowing user to obtain directions to the school.
9. Informational pages for school – sponsored groups & clubs, other groups & clubs existing to benefit our schools alumni information page.

Our websites will NOT include:

1. Individual photos of students.
2. Names of students in conjunction with pictures.
3. Information that would compromise the safety of our staff & students.
4. Old, out-of-date information.
5. Links that could be construed as commercial in nature.
6. Message boards & chat areas.
7. Links to student or teacher personal homepages.

WHO

Initially, there will be webmasters that will be allowed to upload material to the schools' web space. This material must be approved by the principal prior to upload.

WHEN

The Weekly Bulletin Board will be updated on Mondays. The monthly lunch menu and monthly activity calendar will be uploaded by the end of the previous month. Other changes and information will be added as necessary.

Student Photographs - Works Media Release Form

Auburn Area Catholic School has created a school web site to showcase student work, projects or activities that students are involved in. Student photographs may be posted on the web site for an undetermined period of time during the school year.

Auburn Area Catholic School has developed content guidelines for school web sites in this regard. The following points will be addressed by the school before any student photograph or work is posted on a website.

- The name, address, phone number, or email address of a student will not be published on the school web site.
- Photographs of large groups of students may be published on a school web site **without** parental permission as long as individual students are not identified. (e.g. school mass, classrooms, work in progress, sporting activity or music program).

Please complete the following information and return it to the school:

We/I hereby knowingly ask Auburn Area Catholic School to follow our/my wishes:

- Allow the use of my child's photograph on the web site.
- Do Not Allow** the use of my child's photograph on the web site.
- Allow the use of my child's work on the web site.
- Do Not Allow** the use of my child's work on the web site.
- Other: _____

CURRENT YEAR: _____

Teacher Name: _____

Student Name: _____

Parent/s' Signature: _____ **Date:** _____

_____ **Date:** _____

Teacher - Staff - Volunteer

Photographs - Works Media Release Form

Auburn Area Catholic School has created a school web site to showcase teachers, staff, and volunteer work, projects or activities that they are involved in with students. Staff and volunteer photographs may be posted on the web site for an undetermined period of time during the school year.

Auburn Area Catholic School has developed content guidelines for school web sites in this regard. The following points will be addressed by the school before any photograph or work is posted on a website.

- Their personal address, phone number, or home e-mail address will not be published on the school web site.
- Photographs of staff and volunteers with groups of students may be published on a school web site **without** permission as long as individual are not identified. (e.g. school mass, classrooms, work in progress, sporting activity or music program).

Please complete the following information and return it to the school:

I hereby knowingly ask Auburn Area Catholic School to follow my wishes:

- Allow the use of my photograph on the web site.
- Do Not Allow** the use of my photograph on the web site.
- Allow the use of my name on the website with my photograph.
- Do Not Allow** the use of my name with my photograph on the web site.
- Allow the use of my work on the web site.
- Do Not Allow** the use of my work on the web site.
- Other: _____

CURRENT YEAR: _____

Staff/Volunteer NAME: _____

Staff/Volunteer Signature: _____ **Date:** _____

Acceptable Use Policies

1. Student Internet/Computer Use Agreement
2. Staff/Volunteer Internet/Computer Use Agreement
3. Media release of student pictures and works