

DIOCESE OF ALLENTOWN
St. Jane Frances de Chantal School
INTERNET SAFETY POLICY
For USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC INFORMATION AND COMMUNICATIONS

Introduction

It is the policy of *St. Jane Frances de Chantal 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.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of users of the *St. Jane Frances de Chantal School* online computer network when using electronic mail, social networking or chat rooms, instant messaging, and other forms of direct electronic communications.

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 *St. Jane Frances de Chantal 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 the disabling or otherwise modifying any technology protection measures shall be the responsibility of the principal or designated representatives.

The principal or designated representatives will provide age-appropriate training for students who use the *St. Jane Frances de Chantal School* Internet facilities.

The training provided will be designed to promote the *St. Jane Frances de Chantal School's* commitment to:

- a. The standards and acceptable use of internet services as set forth in the *St. Jane Frances de Chantal School Internet Safety Policy*;
- b. Student safety with regard to: i. safety on the Internet; ii. appropriate behavior while on online, and social networking Websites, and in chat rooms; and iii. cyberbullying awareness and response.
- c. Compliance with the E-rate requirements of the Children's Internet Protection Act ("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 Diocese's acceptable use policies. **Adoption from The Faculty of St. Jane Frances de Chantal School adopted this Internet Safety Policy at a public meeting on October 14, 2016.** _____

* 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.

1. **OBSCENE**, that is anything that is 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 as 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
St Jane Frances de Chantal School
ACCEPTABLE USE POLICY for COMPUTING AND INTERNET ACCESS**

Please read the following carefully before signing this document. This is a legally binding 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. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a. Applying for a user ID under false pretenses
- b. Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c. Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d. Attempts to evade or change resource quotas
- e. Use of facilities and/or services for commercial purposes
- f. Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration
- g. Copying programs purchased by you onto St Jane Frances de Chantal School computers and/or the network systems, without the express, written consent of St Jane Frances de Chantal School.
- h. Copying programs licensed to St Jane Frances de Chantal School for personal use.
- i. 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:

- a. Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b. Decryption of system or user passwords
- c. Copying, deleting, or moving system files
- d. Deleting, examining, copying, or modifying files and/or data belonging to other users
- e. Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f. 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
- g. 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.
- h. 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 operator 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 now available to employees and students of *St. Jane Frances de Chantal School*. This access is being offered as part of a collaborative project involving *St. Jane Frances de Chantal School and Colonial Intermediate Unit 20 consortium through RCN Fiber Optic*. We are pleased to bring this access to *St. Jane Frances de Chantal 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 *St. Jane Frances de Chantal 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:

- electronic mail communication with people all over the world; (students will not have access to mail through the school program.)
- access to many University Library Catalogs, the Library of Congress, and ERIC,
- discussion groups on a plethora of topics ranging from Japanese culture to music to politics to the environment
- 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. *St Jane Frances de Chantal School and Colonial Intermediate Unit 20 consortium through RCN Fiber Optic* have taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, *St Jane Frances de Chantal School and Colonial Intermediate Unit 20 consortium through RCN Fiber Optic* 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 the educational goals of this Project.

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 the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. **If a *St Jane Frances de Chantal School* user violates any of these provisions, his or her account will be terminated and future access could be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken, suspension and expulsion.** 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 by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of *St Jane Frances de Chantal School*. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) 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.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.

- e) **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.
- f) 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. (Each student who receives an account will be a part of a discussion with a *St. Jane Frances de Chantal School* faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of St. Jane Frances de Chantal School has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts. The use of chromebooks will be revoked for a student 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 *****

You 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 messages.
- b) Cyber Bullying or disrespectful behavior will not be tolerated ever.
- c) Use appropriate language. Remember that you are a representative of your school and district 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. (Value: \$256)

4) Electronic Mail (E-Mail) *****

Students will not be given an email address from the school. Students in grades 3-8 will be assigned a Google log-in which resembles an email address. (It will resemble the following: mokula@stjaneschool.com.)

This will solely be used for students to log-in to google chrome to access docs, sheets, slides, classroom, etc. Students will not be able to email.) Students will not be sending emails in school. **Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow.** However, whenever an electronic mail is sent, certain precautions must be used. Your name and userID should be included in each message. You are responsible for all electronic mail originating from your userID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail
- c) The school/institution reserves the right to access E-mail to retrieve school/institution information and records. to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts to sending harassing, obscene and/or other threatening e-mail to another user is prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

5) *****Security *****

Students will be responsible for maintaining the privacy and security of their log-ins and passwords.

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. Do not demonstrate the problem to other users. **Do not reveal your account password 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 system administrator.

6) Updating *****

Your User Information

If any information on your account changes, e.g., telephone number, location, home address. (It) is your responsibility to notify the system administrator.

7) Services *****

St. Jane Frances de Chantal School and Colonial Intermediate Unit 20 consortium through RCN Fiber Optic make no warranties of any kind, whether expressed or implied, for the service it is providing. *St. Jane Frances de Chantal School and Colonial Intermediate Unit 20 consortium through RCN Fiber Optic* 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. *St. Jane Frances de Chantal School and Colonial Intermediate Unit 20 consortium through RCN Fiber Optic* specifically deny any responsibility for the accuracy or quality of information obtained through its services.

Adopted by St. Jane Frances de Chantal School, Easton, PA on October 11, 2016. The Department of Education of the Diocese of Allentown would like to thank Bishop O'Reilly High School, Kingston, PA, the Luzerne Intermediate Unit #18, and the Diocese of Galveston-Houston for their assistance in developing this Acceptable Use Policy.

St Jane Frances de Chantal School
Agreement for the Use of Computers and Telecommunications
Parental Consent Form

St. Jane Frances de Chantal 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 St. Jane Frances de Chantal 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, St Jane Frances de Chantal School supports and respects each family's right to decide whether or not their child may have access to this resource.

I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at St Jane Frances de Chantal School.

Please check one:

I hereby consent to the student having access to, and use of, the telecommunications resources at St Jane Frances de Chantal School, I also hereby indemnify and hold harmless The Diocese of Allentown and St Jane Frances de Chantal School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

I do not consent to the student having access to, or use of, the telecommunications resources at St Jane Frances de Chantal School.

Parent's/Guardian's signature

Date

Name of Parent/Guardian (Please Print)

Home Phone

Cell Phone

Name of Student (Please Print)/Class

Street Address City/State/Zip