

**INTERNET ACCEPTABLE USE POLICY
AND AUTHORIZATION FOR INTERNET ACCESS BY
STUDENTS**

Name of School: **Annunciation Catholic School**

City: **Cincinnati, Ohio**

1. Access to the internet must be related to an employee's work responsibilities, or in the case of students, for the purpose of education or research, and be consistent with the educational objectives of the archdiocese and school.
2. The use of the internet is a privilege not a right for employees and students, and inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including discharge or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the building administrator, and his or her decision is final.
3. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account. Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the archdiocese and/or school;
 - g. Using inappropriate language.

Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc).

4. Posting of a photograph, image, likeness, or personally identifiable information regarding any employee, student, parent, or parishioner on any internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the building administrator.
5. Using school equipment to create a website or to transmit the likeness, image, photograph, video or personally identifiable information about any employee, student, parent, or parishioner, is prohibited, except with the express permission of the building administrator.
6. Employees and students may not permit or encourage any other individual or entity from creating a website for the school/archdiocese, or from photographing, video graphing, or otherwise creating the likeness, or revealing personally identifiable information regarding any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for internet transmission or posting, except with the express permission of the building administrator.
7. Employees and students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the building administrator (i.e., a regular volunteer).
8. The school reserves the right to monitor employee and student use of school computers including internet use and e-mail use and content. **The confidentiality of electronic messages is normally respected; however, employees and students have no expectation of privacy in their use of school-owned computers, the internet or e-mail.** All messages composed, sent or received via electronic communication are and remain the property of the school/archdiocese and, as such, may be reviewed with or without notice. These policy measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

Adapted from the Catholic Diocese of Rockford

STUDENT AUTHORIZATION FOR INTERNET ACCESS

Name: _____ Grade: _____ Date of Birth: _____

Each student and his or her parent(s)/guardian(s) must receive the Internet Acceptable Use Policy and Authorization for Access and sign this authorization before being granted access to the internet. Students, parent(s)/guardian(s) need only sign this Authorization for Internet Access once while enrolled in the school.

The Internet Acceptable Use Policy as well as the following statement must be read and explained in appropriate terms to a student if he or she is too young and/or unable to read and understand it:

I have received training on appropriate use of the Internet and I have received, understand and will abide by the Internet Acceptable Use Policy.

Student Signature: _____ Date: _____

The following is statement required if the user is a student who is able to read and understand the policy:

I have received, read, understand and will abide by the Internet Acceptable Use Policy.

Student Signature: _____ Date: _____

The following is required of all parent(s)/guardian(s) who wish to allow internet access for their child(ren):

I have read the Internet Acceptable Use Policy and this Authorization for Internet Access and understand and agree to the terms of this Policy and Authorization. I understand that internet access is intended for educational purposes and that the archdiocese and school prohibit the access of inappropriate materials, but that it is impossible for the archdiocese and school to restrict access to all controversial and inappropriate materials. I will hold harmless the archdiocese, school, their employees and/or agents from any harm caused by materials or software obtained or observed by my child via the Internet. I also agree, on my child's behalf, to the terms of the Internet Acceptable Use Policy. I hereby affirm my child's obligations pursuant to that Policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with the Policy and/or use of the internet. I have discussed the terms of this Policy and Authorization with my child and, I hereby request that my child be allowed access to the internet in school.

Parent(s)/Guardian(s) Signature: _____ Date: _____