

Internet and Electronic Communications Conduct/Acceptable Use Policy-2017-18

A safe environment for all members of the school community should be hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions which violate the privacy, safety, or good name of others are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to those Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages or web site postings, whether they occur on the school computer network or through private communications, which: (1) are of sexual nature; (2) threaten, libel, slander, malign, disparage, harass or embarrass members of the school community or (3) in the principal's discretion, cause harm to the school or school community (collectively "Inappropriate Electronic Conduct"). Inappropriate electronic conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

The school principal shall investigate and act upon all reported or observed instances of Inappropriate Electronic Conduct.

Students, parents/guardians, and members of the school staff are expected to promptly report to the school principal all suspected or observed instances of Inappropriate Electronic Conduct.

When making decisions regarding the discipline of students who violate this policy, the school principal shall give paramount consideration to the safety and dignity of students, parents, members of the school staff, and others associated with the school.

Code of Conduct

The Internet is a powerful educational tool, and its use is increasingly integrated into the Mary Queen of Peace curriculum.

The use of the Internet is a privilege at Mary Queen of Peace and used for only educational purposes under the direction and supervision of a teacher or staff member. The students are responsible for their actions and activity during their login.

Mary Queen of Peace School utilizes filtering software to assist students in complying with the school's Internet and Electronic Communications Conduct/Acceptable Use Policy.

If a student violates the guidelines for the Internet and Electronic Communications Conduct/Acceptable Use Policy, their privileges will be terminated and may face other disciplinary actions such as stated in the disciplinary code of the Mary Queen of Peace Handbook.

- I will not give out personal information such as my address, telephone number, parent's work address/telephone number, name and location of my school, or any personal information that pertains to me.
- I will never agree to a personal encounter with someone I "meet" online.
- I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening or disrespectful language.
- I will only use electronic media per instruction of my teacher. I will not assume that I may browse "freely" without direction from my teacher.
- I will not plagiarize others work. I will give proper credit to all works used from the Internet, including graphics and photographs.
- I will not use, or attempt to use electronic communications during a test or quiz in order to access or transmit information.
- I will not attempt to gain unauthorized access to any other student or teacher's file on the MQP Server or disk, or any other computer system outside of MQP.
- I will not erase or change the contents of any student or teacher's work that is saved on an AlphaSmart keyboard. I will not use the AlphaSmart for any other reason otherwise outlined by the teacher.

- I will not engage in any computer vandalism. This includes, but is not limited to, any attempt to harm or destroy the data of another user, any file on the computer, disk, CD, or MQP server, or any networks or sites connected to the network/Internet.
- I will not violate copyright laws. (Please see Mary Queen of Peace School web site (mqpwg.org/school) for complete Archdiocesan Policy of Instructional Use of Copyrighted Material)
- I will not cut and paste information from the Internet and represent it as my own.
- I will not make unauthorized copies of software, and I will not give, lend, or sell, copies of software to others.
- I will not download or install any software or programs or download or stream audio/video files to the school computers.
- I will not create, propagate, and/or use any computer viruses.
- I will not forge, read, delete, copy, or modify any electronic messages of other users. I will not impersonate another person in sending electronic mail.
- I will not willfully destroy any electronic media.
- I will not subscribe to news groups, chat lines, or bulletin boards and will not engage in any monetary transactions of any kind.
- I will not partake in blogging and other anonymous posting of information to the Internet.
- I will not post chain letters or engage in spamming. Spamming is sending an annoying or unnecessary message to a large number of people. I will notify a teacher or person in charge if inappropriate language or information is found or makes me feel uncomfortable. The immediate action is to leave the site and notify the teacher.
- I will ask my teacher if I have any doubts about the suitability of the material I am accessing.

We have read the Internet and Electronic Communications Conduct/Acceptable Use Policy and Code of Conduct and agree to abide by all conditions and procedures.

Date: _____

Homeroom	Student Name (Printed)	Student Signature (required for 2-8 th Grade)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Please return to the School Office by March 10, 2017.

(Once this policy is signed and returned by the student and their parent/guardian, students may have access to the Electronic Media at Mary Queen of Peace School.)

