

Trinity Catholic School

INTERNET ACCEPTABLE USE POLICY

What is the Internet? The Internet is a web of computers connected like telephones. It provides immediate access to information anywhere in the world. Teachers/staff and students can use the internet for research on projects, to communicate with others around the world, and for other educational purposes. There are thousands of uses for the Internet.

How can the Internet be used? In order to provide everyone in the school with the opportunity to use computers appropriately and safely, the school administration has approved guidelines that all authorized persons must follow. **For purposes of this policy, authorized persons refers to TCS administration, faculty/staff and students.**

Trinity Catholic School Internet Acceptable Use Policy:

- Encourages teacher and student use of the Internet for research, communication and other educational purposes.
- Allows teachers to use the Internet for research and requires them to guide student use of the Internet.
- Provides access to educational web sites while protecting all users from accessing inappropriate material.
- Prevents unauthorized contact of students by users outside the school.
- Prevents teachers/staff and students from using the Internet for improper uses.

What is an improper use? Trinity Catholic School wants all TCS authorized persons to use the Internet in a responsible way. Internet access will be provided for those abiding by the following guidelines:

1. All laws and school rules must be observed.

Do not use the Internet or school equipment to violate any laws or to disobey school rules.

2. Respect privacy.

- Accessing the email or data files of others is an invasion of their privacy and will not be tolerated.
- You are required not to include personal addresses or phone numbers in communications.
- Respect your own privacy by not sharing your password with anyone other than an authorized person.

3. Only use proper language.

- Observe the basic rule that if you cannot say it in the classroom you cannot say it on the Internet.
- Do not use profanity.
- Do not use abusive language.
- Do not harass others.

- Remember that when you are with someone, it is easy to let them know when you are kidding. It is very difficult to let someone know that you are kidding when you are writing email. Something that may seem funny to you may be offensive to someone reading what you wrote.

4. View only appropriate materials. Trinity Catholic School uses filtering software that works to block access to web sites offering inappropriate materials (such as violence, gambling, illegal activities, etc.). Since this type of software is not foolproof we expect that those authorized to use TCS technology will take the responsibility of not viewing inappropriate materials on such sites.

5. Copyrighted material. You may not download any copyrighted material without the permission of the person who created it.. Copyrighted material is anything created by someone else and posted on the Internet. It could be a game, a story, an encyclopedia entry, or software. If you have any questions as to whether something is copyrighted, ask your teacher, librarian, technology coordinator or administrator.

6. Installation of software. You may not download software from the internet or install new software on the TCS network. If you have any questions or requests about installation of software kindly ask your teacher, technology coordinator or administrator.

7. Protection of TCS System. Kindly be aware of not using the Internet to harm TCS's System or any information stored in the system. (This includes, but is not limited to, creating viruses, damaging files or interfering with service.

8. Email manners.

Students may only use email for educational purposes under the supervision of teachers/staff..

- Always identify yourself when sending email.
- When forwarding a message sent to you, always ask the sender's permission and make sure the sender's name stays attached to the message.

What happens if authorized TCS users break the rules?

Internet usage is a privilege, not a right. If you do not follow these guidelines, your Internet privileges may be taken away. If you use the Internet to violate the school rules, you will be subject to the consequences as outlined in the school Code of Conduct. If you use the Internet to break laws, you may be referred to legal authorities.

Is my email private? For the most part, yes. But the school can have access to your email without your consent if there is reason to believe that you are violating these guidelines.