



## ST. JOSEPH REGIONAL CATHOLIC SCHOOL

# Student Local Area Network Use Policy - (SLANUP)

Your child is presenting you with this information prior to having completed a specific course of training relative to our Local Area Network (LAN) computer system. In order for this training to take place and for his/her network account to be activated, you, as a parent/guardian, and your child must sign the agreement accompanying this document. As soon as we receive this signed agreement and a Student Access Account Form is filled out, your child will be issued a network account enabling him/her to access our Local Area Network computer system.

### User Accounts - (SLANUP: UA)

Your *user name* and *password* are provided only for your personal use. Do not share your *password* with anyone, and do not use anyone else's *password*, regardless of how the *password* was obtained. If you suspect someone has discovered your *password*, see the computer teacher immediately. Students shall not intentionally seek information on, obtain copies of, or modify files, other data, or *passwords* belonging to other users. Users may log on to only one computer workstation at a time. The system administrator will keep a constant log of all user activity on the Local Area Network computer system.

### Privacy Expectations - (SLANUP: PE)

Students should have no expectations of privacy or confidentiality in the context of any computer file on the LAN, school computers, or stored in his/her directory. Teachers or school administrators may, at any time, review the subject, content, and appropriateness of any computer file, and remove them if warranted, reporting any violation of rules to the school administration.

### Copyright Infringement - (SLANUP: CI)

Students shall not copy without citation, copy and download, or copy and upload to the LAN computers any copyrighted material without approval by the teachers or school administrators. Copyrighted material is anything written by someone else. It could be a game, a story, a picture, an encyclopedia entry, or a software program.

### Restricted Material - (SLANUP: RM)

Students shall not create or view any material containing inappropriate language, nudity, sexually explicit material, and/or violence, including written material and visual representations on our LAN computers (e.g. inappropriate text, pictures, animations, sounds, etc.).

### Software Use - (SLANUP: SU)

Students shall not install any computer software or hardware to any of the Local Area Network's computer workstations on school premises without prior authorization from the computer teacher. The computer network is for educational purposes only. Games are not to be played on the school computer network at any time.

### Computer Hacking - (SLANUP: CH)

Students shall not infiltrate or "hack" the school's Local Area Network computer system (e.g. the release of viruses, worms, or other programs that damage or otherwise harm a computing system or network). Students shall not disrupt a system or interfere with another's ability to use that system (e.g. by willingly engaging in activities that cause the network to bog down or a computer workstation or software application to crash).

### Printer Use - (SLANUP: PU)

The Local Area Network is for educational purposes only. Students shall not use the school's computer printers for personal use. Printing any document other than for school purposes is prohibited. School purposes include any document pertaining to any school function or activity (e.g. class work, student activities, etc.)

# **Student World Wide Web Use Policy - (SWWWUP)**

Your child is presenting you with this information prior to having completed a specific course of training relative to the World Wide Web (WWW). In order for this training to take place and for his/her network account to be granted access rights to the World Wide Web, you, as a parent/guardian, and your child must sign the agreement accompanying this document. As soon as we receive this signed agreement your child's network account will be enabled to access the World Wide Web.

## **Privacy Expectations - (SWWWUP: PE)**

The students should have no expectations of privacy or confidentiality in the context of electronic communications or other computer files sent and received on the school network computers or stored in his/her directory. Teachers or other school administrators may, at any time, review the subject, content, and appropriateness of electronic communications or other computer files, and remove them if warranted, reporting any violation of rules to the school administration.

## **Personal Information - (SWWWUP: PI)**

Students may NOT access personal email or instant messaging accounts. Checking your email from a school network computer is strictly prohibited.

When sending electronic communications, students shall not include information that could identify them or other students and staff. (E.g. last names, addresses, and phone numbers) Students shall identify themselves by first names only. This includes newsgroup postings, forum discussions, WWW board postings, WWW site pages, etc.

## **Copyright Infringement - (SWWWUP: CI)**

Students shall not copy and forward, copy and download, or copy and upload to the World Wide Web server any copyrighted material without approval by the teacher or other school administrator. Copyrighted material is anything written by someone else. It could be a game, a story, a picture, an encyclopedia entry, or a software program.

## **Restricted Material - (SWWWUP: RM)**

All World Wide Web sites and electronic communications of any kind containing inappropriate language, nudity, sexually explicit material, and/or violence are off limits to students, including written material and visual representations (e.g. inappropriate text, pictures, animations, movies, sounds, etc.).

## **Software Use - (SWWWUP: SU)**

The computer network is for educational purposes only. The following programs are not allowed to run on the Local Area Network school computer workstations or over the World Wide Web at any time (e.g. Instant Messaging, Games, Chat Clients, Telnet Clients, or FTP Clients, Gopher Clients, WIAS Clients, etc.).

## **Computer Hacking - (SWWWUP: CH)**

Students shall not infiltrate or "hack" outside computing systems or networks (e.g. the release of viruses, worms, or other programs that damage or otherwise harm an outside computing system or network.) Students shall not disrupt a system or interfere with another's ability to use that system (e.g. by sending "e-mail bombs" that cause a disk to fill up, a network to bog down, or a software application to crash).

## **Commercial Use - (SWWWUP: CU)**

Students shall not use the school's computer network to solicit sales or conduct business (e.g. any advertisement distributed by sending e-mail messages, posting to a newsgroup, or uploading to a World Wide Web site, etc.).

## **Computer Downloads - (SWWWUP: CD)**

Students shall not download material from the Web without authorization. If authorization is granted, the material must be "saved to disk" to a 'Download Folder' and scanned for viruses prior to use.

## Student User Agreement and Parent Permission Form

The ***Student Local Area Network Use Policy - (SLANUP)*** deals only with the **Local Area Network** computers at St. Joseph Regional Catholic School (SJRCs). This account will only give students access to the files and computers located in the building. *This account DOES NOT allow access to the World Wide Web.*

As a user of the St. Joseph Regional Catholic School's computer network, I hereby agree to comply with the above stated rules and policies- communicating over the **Local Area Network** in a reliable fashion while honoring all relevant laws and restrictions.

**Student ID #:** \_\_\_\_\_ **Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for this student to access the **Local Area Network** computer services. I understand that individuals will be held accountable for violations.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**In order to have World Wide Web (WWW) access,  
an account for the Local Area Network (LAN) must be established first.**

The ***Student World Wide Web Use Policy - (SWWWUP)*** deals only with the **World Wide Web** access at St. Joseph Regional Catholic School. By signing this policy students gain access to files and computers all over the World. It must be understood that with access to this technology comes the possibility that any student, acting independently, may access information that may not be appropriate for him/her to view. This may include information on drugs, weapons, or sexually explicit material. On the World Wide Web it is impossible to control all materials. We cannot filter items posted on connecting computers by others. If you do not want to risk your child's possible exposure to inappropriate material, do not sign below.

As a user of the St. Joseph Regional Catholic School's computer network, I hereby agree to comply with the above stated rules and policies - communicating over the **World Wide Web** in a reliable fashion while honoring all relevant laws and restrictions.

**Student ID #:** \_\_\_\_\_ **Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for this student to access the **World Wide Web** computer services. I understand that individuals will be held accountable for violations. I understand that some material on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for this student to follow when selecting, sharing or exploring information and media.

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Penalties for Violations of  
Student Local Area Network Use Policy - (SLANUP)**

Any violation of this policy by an individual or a group will result in the following consequences for all parties involved:

**(Notice: If you lose your account for the LAN, then access to WWW is lost as well.)**

•**1<sup>st</sup> offense:** Account privileges revoked from the Local Area Network for a week. \*

*Exception: If LAN is required for a class, then Account access will be limited to that class period and to only one workstation in that classroom.*

•**2<sup>nd</sup> offense:** Account privileges revoked from the Local Area Network for the remainder of the semester, plus a letter mailed to parent/guardian(s). \*

*Exception: If LAN is required for a class, then Account access will be limited to that class period and to only one workstation in that classroom.*

•**3<sup>rd</sup> offense:** Account privileges revoked from the Local Area Network for the remainder of the school year, and a second letter mailed to parent/guardian(s). \*

*Exception: If LAN is required for a class, then Account access will be limited to that class period and to only one workstation in that classroom.*

**Penalties for Violations of  
Student World Wide Web Use Policy - (SWWWUP)**

Any violation of this policy by an individual or a group will result in the following consequences for all parties involved:

•**1<sup>st</sup> offense:** Account privileges revoked from the World Wide Web for a week. \*

•**2<sup>nd</sup> offense:** Account privileges revoked from the World Wide Web for the remainder of the semester, plus a letter home to parents. \*

•**3<sup>rd</sup> offense:** Account privileges revoked from the World Wide Web for the remainder of the school year, and a second letter home to parents. \*

**Every student will have his/her own unique *user name* and *password*, and every computer workstation has a unique *name* and *address*. This provides the system administrator with an efficient way to track and log all user activity. Using the log, the system administrator will be able to detect all violations and easily trace them back to the user account. This is another reason for the importance of keeping your *user name* and *password* to yourself, as you are responsible for all activities traced back to your account.**

***\* In addition, any other predetermined consequences found in the "Student Discipline Code" of the Student Handbook.***