

St. Thomas Aquinas School Computer Use Policy  
Diocese of Lansing, MI

St. Thomas Aquinas School recognizes that as telecommunications and other new technologies shift the ways that information may be accessed, communicated, and transferred by members of society, those changes may also alter instruction and student learning. St. Thomas Aquinas School generally supports access by students to rich information resources, both secular and religious, along with the development by staff of appropriate skills to analyze and evaluate such resources. St. Thomas Aquinas School believes that the benefits to students from access in the form of information resources, and opportunities for collaboration exceed the disadvantages; ultimately, however, parents and guardians of students are responsible for setting and conveying the standards that their children should follow when using media and information sources.

St. Thomas Aquinas School offers online electronic information services including but not limited to the Internet and storage of data on the STA internal network for students who regularly use computers in the school building. St. Thomas Aquinas School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. The school's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. St. Thomas Aquinas School will make reasonable efforts to prevent students from misusing information services. However, the student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected online to information services.

Listed below are the provisions of this agreement. If a student violates them, access to information services may be denied and the student may be subject to disciplinary action stated in the St. Thomas Aquinas School's parent and student handbook.

a) Privileges The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students are taught in their respective computer classes the proper behavior and use of the network. The school will develop guidelines as to what is appropriate use for subject areas and/or classroom usage. The computer teacher or the classroom teacher may disconnect a user at any time deemed necessary from inappropriate content.

b) Personal Responsibility The student will accept personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, classroom teacher, school counselor, principal, parent volunteer). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting website(s) or sending and/or receiving messages that portray graphic violence, indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language as well as violating provisions of Sections c, d or e listed below.

c) Acceptable Use The use of any information services must, in the judgment of St. Thomas Aquinas Parish School, be related to student education and research in accordance with the educational goals and objectives of St. Thomas Aquinas School. The student is personally responsible for compliance with this provision at all times when using information services. Users must also abide by all copyright laws.

d) Network Etiquette and Privacy The student is expected to abide by the generally accepted rules of network etiquette. These rules include, but are not limited to, the following:

1. Be Polite: Never send/save, or encourage others to send/save abusive messages to the network. The practice of Catholic virtue must include time spent interacting with technology.
2. Use Appropriate Language: The student is a representative of the school on any information services which may be viewed globally. Illegal activities and inappropriate language are strictly forbidden.
3. Privacy: The student should not reveal his/her last name, home address or personal phone numbers or that of other students.
4. Disruptions: Do not use the network in any way that would disrupt use of the network by others including, but not limited to wasting limited resources through the use of

chain letters, instant messaging, emailing and unauthorized downloading of files from the Internet.

e) Security Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, he or she should notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services. Acts of computer hacking are in direct contradiction of Catholic teaching on personal morality and are thus forbidden.

f) Vandalism Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or school's software and/or data of the school or of other users or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses by themselves or embedded in files. Vandalism may result in the loss of computer privileges, disciplinary action and/or referral to law enforcement officials.

St. Thomas Aquinas School makes no warranties or any kind, whether expressed or implied for the service it is providing. St. Thomas Aquinas School will not be responsible for any damages suffered while on this system. These damages may include, but are not limited to, loss of data as a result of delays or service interruptions caused by the system, viruses present on the network or student errors or omissions. Use of any information obtained via the information system is at the student's own risk. St. Thomas Aquinas School specifically disclaims any responsibility for the accuracy of information obtained through its information services. The above rules apply to all computers/technologies including, but not limited to, computers, telephones, mobile phones, blackberries, tablet devices such as the i-pad, video, fax, flip cameras, camcorders, and digital cameras.

My child has read (children have read) and understand this contract for the proper use of technology at St. Thomas Aquinas School. The parent(s) and/or guardian(s) of the child (children) hereby accept the terms, conditions and regulations of this contract and understand the possible disciplinary action that may result from any breaches of this contract as set forth in the School Handbook.

*- All users are required to sign this form. All students are considered users and will require the signature of a parent or guardian in the space provided at the bottom of the page. Due to the nature and complexity of the policy, students in grades K-5 will not be required to sign the form, please print each K – 5 student name and grade in the space provided. Students in grades 6 -8 must read and sign the form in addition to their parent or guardian.*

Print User Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print User Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print User Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print User Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student User Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Print Parent/Guardian Name: \_\_\_\_\_

Date: \_\_\_\_\_

This form must be received by the office before any student will be allowed to use St. Thomas Aquinas School technology.