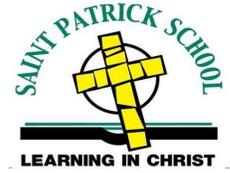


# SAINT PATRICK SCHOOL

87 MARSH DRIVE CARLISLE, PA 17015



## SPS “STARS” Supporting Technology And Resources for Students Rules and Code of Conduct Computer and Educational Technology Acceptable Use Policy Student Consent Form

As a student of Saint Patrick School (SPS), Carlisle, I understand I am to conduct myself honestly and appropriately while using *all* computers and other educational technology devices, both hardware or software. I will be educated, with *all* of my teachers, about appropriate offline and online behavior while using *all* educational technology in school, including the following rules and guidelines:

1. I understand that use of computers and other educational technology devices at SPS is a privilege that can be suspended or revoked.
2. I agree to use all SPS educational technology devices in a responsible, ethical, and respectful manner.
3. I understand that the computer network is to be used for educational purposes only.
4. I will not disclose personal information about myself or other students over the school computer network or on the Internet.
5. I will not share account information or passwords with others. I will not intentionally try to gain access to other students' technology accounts or to access private information of another student.
6. I will not attempt to install any software or download any Apps without permission from my teacher or the Director of Technology.
7. I will not insert a CD/DVD/external hard drive or other external devices into a computer unless I have permission from my teacher.
8. I understand that computer viruses are very harmful to computers and will be as careful as possible not to cause such a problem.
9. I understand that technology equipment is expensive. As a result, I will take care of this equipment to the best of my ability and will not damage it in any way.
10. I understand that my use of the computer and other educational technology devices will be monitored by teachers and other school staff members. This includes their ability to read my electronic mail and examine files that I am working on. I give my permission for teachers and other school staff members to monitor my computer activity.
11. I understand that technology keeps changing and that additional rules and guidelines may be added at any time.

I acknowledge that I have read and understand the *SPS Educational Technology Acceptable Use Policy*

Name of Student (Please Print): \_\_\_\_\_ Grade: \_\_\_\_\_

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

# SAINT PATRICK SCHOOL

87 MARSH DRIVE CARLISLE, PA 17015



## ONE FORM PER FAMILY Computer Use Policy Parent / Guardian Consent Form

Adults should be vigilant in providing constant instruction to youth regarding appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. Saint Patrick School students are often instructed on the ways of Christian technological morality and appropriate technological use across the curriculum.

As a parent / guardian of a student of Saint Patrick School (SPS), I have read and understand the Educational Technology Acceptable Use Policy and agreed to abide by the rules and guidelines of the policy.

1. I understand that use of computer facilities at SPS by my child is a privilege that can be suspended or revoked.
2. I agree with and have instructed my child to use the SPS computer facilities in a responsible, ethical, and polite manner.
3. I understand that the computer network is to be used for educational purposes only. I have instructed my child not to play computer games or engage in research that has not been approved by a teacher.
4. I have explained to my child the dangers of revealing personal information over the computer network to others in the outside world.
5. I understand that my child's use of the computer will be monitored by teachers and other school staff members. This includes their ability to read and examine files that my child is working on. I give my permission for teachers and other school staff members to monitor my child's computer activity.

Family Name: \_\_\_\_\_

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

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

## **Acceptable Use Policy for Web 2.0 Tools Wide Area Network for the Harrisburg Diocese**

### Use of New Web Tools

Online communication is critical to our students' learning of 21<sup>st</sup> Century Skills and tools such as blogging and podcasting offer an authentic, real-world vehicle for student expression. However, such technologies can open up real dangers to students. So, expectations for classroom blogs, wikis, student protected e-mail, and podcast projects or other Web interactive tools is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response. General Guidelines for Internet Safety follows:

#### Blogging/Podcasting Terms and Conditions:

- The use of blogs, wikis, podcasts or other web 2.0 tools is an extension of a classroom and school. Therefore, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts or other web 2.0 tool. This includes but is not limited to profanity; racist, sexist or discriminatory remarks.
- Students using blogs, podcasts or other web tools are expected to act safely by keeping ALL personal information out of their posts.
- A student should NEVER post personal information on the web (including but not limited to, last names personal details including address or phone numbers, or photographs). Do not, under any circumstances, agree to meet someone you have met over the Internet.
- A student should NEVER link non-school sites that are hosted on remote, non-school web servers from your class's blog or wiki. Example: personal MySpace or Face book pages.
- Any personal blog a student creates in class is directly linked to the class blog which is typically linked to the student profile, and therefore must follow these blogging guidelines. In addition to following the information above about not sharing too much personal information (in the profile or in any posts/comments made), students need to realize that anywhere they use that login it links back to the class blog. Therefore, anywhere that login is used (posting to separate personal blog, commenting on someone else's blog, etc.), the account should be treated as a school blog and follow these guidelines. Comments made on blogs are monitored and will be deleted when inappropriate.
- Never link to web sites from your blog or blog comment without reading the entire article to make sure it is appropriate for a school setting
- Students using such tools agree to not share their user names or password with anyone besides their teachers and parents and treat blog spaces as classroom spaces. Speech that is inappropriate for class is also inappropriate for a blog.
- Students who do not abide by these terms and conditions may lose their opportunity to take part in the project and be subject to consequences spelled out by the student handbook.

- Students should respect and protect the intellectual property of others by not plagiarizing or infringing on copyrights on any school computer or through the use of web 2.0 tools. (No making illegal copies of music, games or movies)

### **Internet Safety Rules for Children**

- Don't give out information about yourself like your last name, phone number, address or school – without asking your parents first.
- Never e-mail a picture of yourself to strangers.
- Be suspicious of those who want to know too much. There's no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
- Avoid chat rooms or discussion areas that look sketchy or provocative, and don't let people online trick you into thinking of them as real-life friends if you've never met them in person. If somebody says something to you that makes you uncomfortable or if somebody sends you something or you see something that makes you uncomfortable, don't look around or explore: Get your parents instead – they know what to do.
- Making plans to meet your Internet buddies in real life is usually a bad idea. If you decide to do it anyway, have your parents help make the plans and go with you.
- Don't open up e-mails, files or Web pages that you get from people you don't know or trust. The same goes for links or URLs that look suspicious – don't click on them.
- Don't give out your password, except to responsible adults in your family.
- Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
- Talk with your parents about alternative sites that may be appropriate for you.

Teachers are expected to teach Internet Safety protocols to all students on a yearly basis.

Taken From: <http://www.npr.org/templates/story/story.php?storyId=14427020>

## **Glossary**

### **Web 2.0 Tools and Technologies**

Web 2.0 tools and applications are about users and content, instead of just surfing on the Internet. It's about what the Internet can do for an active collaborator, rather than a passive viewer. One major advantage of Web 2.0 tools is that the majority of them are free.

### **Podcasting**

If an individual was interested in video games, they might search a podcast submission Web site (like Podcast.net) and download an audio review of a game to listen to on their computer. A Podcast is syndicated audio, or video produced by traditional media such as radio and television or by individuals passionate about a particular subject.

### **Blogs**

They may then decide to comment about this audio review on their Blogger or Wordpress blog. A blog or Weblog, is a chronological, online diary. Individuals can subscribe to a person's blog, which allows them to read it and to write comments in response to blog posts.

### **RSS**

If this weblog has an RSS feed in place, subscribers to the blog can choose to be automatically notified of this new blog post. RSS (or Really Simple Syndication), is a method for delivering regularly changing Web content. Many blogs and Internet publishers syndicate their content as an RSS Feed to allow people to subscribe to it easily.

### **Social Bookmarking**

This individual may decide that they would like more people to be able to see and remark on the blog post. They could do this by submitting the blog post to a social bookmarking site like Del.icio.us. Social bookmarking sites are Web sites that allow shared lists of user-created Internet bookmarks to be displayed and commented on. Social bookmarking sites allow you to organize your bookmarks by allocating a number of 'tags' to them. This makes it easy for other people who may be interested in a particular group to find related bookmarks.

### **Social Networking**

People who visit the bookmark site for this 'games review' tag are likely to see your bookmark. As more people find your bookmark and comment on it, you'll find yourself part of a collection of people who have a shared interest in video games – You are now 'social networking'.

The above is from: <http://www.webreference.com/promotion/web20/>