

## **St. James Academy Acceptable Use Policy Agreement – 2011-12 School Year**

St. James Academy offers a comprehensive one-to-one laptop initiative for students. The purpose of laptops, computers, use of the Internet, and software is to facilitate communications in support of education and research that is consistent with educational objectives and the mission for St. James Academy. Users may have access to internal and external resources in order to retrieve and process information designed to facilitate learning and enhance educational information exchange.

St. James Academy provides each student with a laptop and all necessary software applications to facilitate the one-to-one program. St. James assumes responsibility for the management and maintenance of hardware and software that allow students access to information technologies for educational purposes. Hardware includes, but is not limited to: laptops, computers, school network and school Internet. Software includes, but is not limited to computer programs approved by St. James Academy. Web-based programs utilized include, but are not limited to: textbooks, student information systems, and other sites as designated by teachers and administration. Networks include all voice, video and data systems, including the school's internal network and the Internet.

St. James Academy provides Internet content filtering while students are within the boundaries of the school building and off campus. Reasonable efforts are made to restrict access to inappropriate sites. St. James staff randomly monitors and supervises the use of the Internet.

The use of school technology systems is a privilege and may be revoked at any time.

### **Privacy and Communication**

- Accessing email or data files of another person is an invasion of privacy and is prohibited.
- Personal passwords are not to be shared with anyone other than administration or technology staff.
- Use of profanity, obscenity, discriminatory language, vulgarities and other inappropriate language, graphics and/or sound is prohibited.
- Using laptops, computers or the Internet to obtain or to disseminate pornographic and/or sexually suggestive content is prohibited.
- Revealing or communicating any personal, confidential, or private information, such as home address, phone number, etc., belonging to another individual including students and staff members is prohibited.
- Students and staff are required to report to the Dean of Students or the Director of Technology any message received from the school or another student which makes one feel uncomfortable.

### **Plagiarism and Copyright Infringement**

- Plagiarism is prohibited. Plagiarism is defined as using or closely imitating someone else's language, ideas or other original material without acknowledging its source.
- Copyrighted material may not be downloaded from the Internet or photocopied without the permission of the person who created it. Copyright is defined as the exclusive right of a creator to reproduce, prepare derivative works, distribute, perform, display, sell, lend or rent his or her creations.
- Plagiarism and copyright infringement are violations of the law and St. James Academy will cooperate fully with local, state and federal officials in any investigation related to such unlawful activities.

### **Internet Usage**

- The St. James Academy Internet is not to be used for personal or private business, for product advertisement or political lobbying, or for incurring financial commitments.
- The St. James Academy Internet is not to be used for accessing inappropriate information which includes, but is not limited to: obscene material, pornography, violent or offensive information,

- material which promotes or advocates illegal activities, and material which promotes the use of alcohol, tobacco or illegal substances, school cheating or weapons.
- There is a limited expectation of privacy regarding files and data on the St. James Academy Internet system and servers.
- All student use of the Internet is closely monitored for inappropriate use.
- Routine maintenance and random screening of the Internet and the school network resources may indicate a violation of school policy, disciplinary code or the law. Violations are subject to discipline per the student handbook and may be reported to law enforcement if necessary.

**Inappropriate Uses and Unauthorized, Unlawful Activities**

- The use, possession, and/or distribution of any media containing applications or data not provided by St. James Academy are prohibited.
- Software programs may not be downloaded from the Internet.
- The use of laptops, computers, Internet, school information systems such as PowerSchool and StudyWiz, student email or the school network to disrupt the activity of others or to harass or discriminate against others is prohibited.
- Unauthorized access to laptops, computers, email, student information systems, school Internet, network, website or programs, or initiating any type of virus in any computer system or program is strictly prohibited.
- The violation of any federal or state copyright or unfair trade law is prohibited.
- The violation of any federal, state, local, common law, or criminal law is prohibited.

**Limitation of Liability**

St. James Academy and the Archdiocese of Kansas City in Kansas cannot provide any guarantee that the Internet content filtering system and other security and network resources will be without error. St. James Academy and the Archdiocese of Kansas City in Kansas are not responsible for any damage incurred including but not limited to: loss of data, interruption of service, or exposure to inappropriate material, nor are they responsible for any financial commitments arising through the use of the school Internet.

*I have read and understand the St. James Academy Acceptable Use Policy Agreement and agree to follow the rules as stated. I understand that any violation of this agreement will result in disciplinary action.*

\_\_\_\_\_  
Name of User (Please Print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of User

*I have read and understand the St. James Academy Acceptable Use Policy Agreement. I understand that I can be held liable for my student's misuse of the laptop and/or school Internet and network systems. I give my student permission to use the laptop assigned by the school and the school Internet and network systems. I understand that this permission allows my student to access information through the Internet, student information systems, web-based programs, email communications and other educationally relevant electronic activities.*

\_\_\_\_\_  
Name of Parent/Guardian (Please Print)

\_\_\_\_\_  
Date

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