



**Archdiocese of Washington  
CATHOLIC SCHOOLS  
Acceptable Use Guidelines and  
Computer and Internet Use Agreement  
for Elementary School Families**



## I. GUIDELINES

Electronic information systems offer vast, diverse, and unique resources to students. It is the goal of the Catholic Schools to provide this service to promote educational excellence by facilitating resource sharing, innovation, and communication.

All diocesan schools that provide Internet access use Internet filtering software to help ensure the protection of students from exposure to objectionable or offensive materials. Student use of computing and network resources is intended to be a supervised activity. Staff members will guide and monitor student use of the Internet. If a student has a question about the appropriateness of an action with regard to the internet, the student should ask the supervising staff member before proceeding. Staff will not be responsible if a student accidentally or willfully proceeds to an objectionable site.

The benefits to students' educational experiences from access to the Internet can far exceed any disadvantages given the form of information resources and opportunities for collaboration now available. Ultimately, however, parents and/or guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, parents and guardians must read and discuss with their children the following terms and conditions for computer and internet use, sign the agreement in the appropriate places below, and return the signed agreement to the Principal.

## II. STUDENT/PARENT/GUARDIAN TERMS

- Students will use all computer equipment with care and respect and will not type or use any inappropriate or unacceptable words or display inappropriate or offensive images, sounds or messages. A student may not use the School's computing and network resources in a manner which violates any local, state or federal laws. Students will print only that information approved by the teacher. If the student observes or becomes aware of any inappropriate material or misuse of equipment, he/she will immediately report it to the teacher or supervising staff member. Viruses are unauthorized computer programs that may destroy or damage computer files on an infected computer. Students should be aware of the possibility that a virus may be located in any file or disk obtained by a third party. Students must obtain the permission of a teacher or staff member before loading a file or disk onto a school computer.
- Most software is protected by both copyright law and contractual restrictions. A student may not use the School's computing and network resources to create, store, transfer or execute software in a manner which violates the rights of the holder of copyright in the software. Under no circumstances may a student load any software onto one of the School's computers without first obtaining the teacher's permission.
- While using a computer, whether in a classroom, lab, office, the media center or other locations in the school, we understand that students will use the Internet only for school-related projects and visit only the sites assigned by the teacher. Students will NOT 'surf' the Internet or visit 'chat rooms.' Students will never *log-on* to the Internet without permission from a teacher or supervising staff member. Students will not give out or post personal information such as photographs, home addresses, telephone numbers, parents' work addresses or telephone numbers or the name and location of the school.
- If a violation of these guidelines is observed or reported, the School will conduct an investigation. During such an investigation, the user's privileges may be suspended. If the student is found in

violation of this policy, the user's privileges may be permanently revoked, and other disciplinary action may be taken by the appropriate authorities. During such Students and guardians understand that use of the Internet may be monitored. The School may, to the extent permitted by law, assume access rights to a student's computer files when required for the maintenance of the school's computer resources, in emergencies or in the course of investigation possible wrongdoing.

- Students and their parents/guardians may be held responsible for any liability damages and expenses resulting from any use of the School's computer resources in violation of this policy.

### III. AGREEMENT

I understand that if I fail to honor all of the terms of this agreement, my Internet privileges may be revoked and disciplinary action may be taken by the Principal or other appropriate authorities.

_____	_____	_____
Student's Name	Grade	Teacher

_____	_____	_____
Student's Name	Grade	Teacher

_____	_____	_____
Student's Name	Grade	Teacher

_____	_____
Parent/Guardian Signature/Date	Student Signature/Date

**PLEASE RETURN TO SCHOOL OFFICE BY SEPTEMBER 14<sup>TH</sup>.**  
**Student(s) may lose recess if this signed form is not returned.**