

St. John's Catholic School INTERNET AND HANDHELD DEVICE USE POLICY

Internet Use Policy

The Internet offers vast, diverse, and unique resources from around the globe and facilitates resource sharing, innovation, and communication. Along with access to computers and people on the global network, also comes the availability of material that may not be considered to be of educational value in the school setting. It is the policy of St. John's Catholic School and the Portland Diocesan School Board to restrict, as much as possible, access to offensive or inappropriate materials over the Internet. This is not always possible, however, and a power user may discover controversial material. We believe the responsible and appropriate educational value of the information and interaction available on the Internet far outweighs this inherent risk.

St. John's Catholic School will make internet access available to students after a formal orientation and demonstration of appropriate and approved Internet behavior.

Students and staff will be expected to use the network in a considerate and responsible manner. **The use of the school's Internet connection is a privilege, not a right. Inappropriate use will result in loss of those privileges.** The students in grades 2-8 and their parent/guardian signatures on the Acceptable Use Agreement are required before internet accessed is allowed. (Grades PK-1 may be required at a later date in the school year)

All computer users are expected to accept and follow rules of network etiquette and responsible behavior which includes but is not limited to:

- St. John's Catholic School does not generally allow students to use the internet for email unless required for a specific reason and as directed by the teacher. If email is used the student and staff will refrain from abusive, harassing, or derogatory statements or language about themselves or others. Common courtesy is required for all Internet communication.
- Transmission of obscene material either to or from the school's computers is prohibited. Sending or receiving offensive messages, pictures, written documents or other formats will result in immediate suspension of privileges, as well as disciplinary action.
- Personal information of any kind is not to be included in any student Internet communications or use.
- Electronic communications are **NOT** private. The Principal and Technology Coordinator have access to all mail, communications, and histories of all computers. Computer, Network, and Internet use will be monitored on a regular basis.
- Material of any kind may not be downloaded from the computers/Internet at St. John's Catholic School without specific permission from the teacher.
- Vandalism of software, hardware, or another person's data will not be tolerated and will result in loss of privilege and other disciplinary action.
- The downloading and inappropriate use of any and all copyrighted material is prohibited and is a violation of law. Any misuse of copyrighted material will result in loss of privilege.
- Any document or information accessed via the computer/Internet which are used in compiling data, writing reports and papers, research projects, etc. must be cited with proper bibliographic reference. Not to do so constitutes plagiarism and will be disciplined as such.

St. John's Catholic School reserves the right to monitor student communications over the computer network. Violation of any of the above mentioned rules and responsibilities will result in loss of access and may result in other disciplinary actions. A copy of these and other rules and responsibilities will be posted in Internet access areas in the school.

The Internet Acceptable Use Agreement will be found at the end of the handbook.

Handheld Device Policy

As handheld devices or Personal Digital Assistants (PDAs, such as: iPhone, Palm Pilot, BlackBerry, Treo, etc., etc.) become more popular and useful, there has been a recent need to create a policy regarding their use. Students are not asked or required to own or use one, however some do at this time. Therefore, the policy needs to be clear and fair for all. Please read carefully, sign, and then return this sheet to the office along with the Acceptable Internet Use Policy.

Policy:

*** ANY handheld device on school property or at any school sanctioned event is considered “for school use.” If an electronic device is not intended “for school use,” it needs to stay in the parent’s possession or at home.

*** ANY handheld device “for school use” can be confiscated by a Saint John’s Catholic School administrator, faculty, or staff member at any time. Due to an increasing number of safety and security issues, visible handheld devices need to be reviewed at the discretion of a designated adult to maintain control.

USE: organization, record keeping and file storage

ANY handheld device used for organization, record keeping, and file storage has NO RIGHT TO PRIVACY. Student work and information should be and will be periodically evaluated. If personal or family information is also stored on the device, it should be deleted or transferred to a different device prior to student use.

USE: communication and entertainment

ANY handheld device used for communication of any sort (including but not limited to voice, text, picture, etc.) or entertainment (including, but not limited to pictures, games, etc.) should be safely secured in the student bag and ONLY be used before or after the school day or school event. If a device is used for communication and entertainment during school time, it will be confiscated and the parent will have to formally request the device to be returned from the school office. The intention of this policy is to protect the school, student, parent/family, as well as the device. We understand the advantages of the various uses of a handheld device, but require the student to respect this policy.

USE: other

ANY handheld device with beeps, alarms, sounds, etc. should be turned off “for school use.” Since these devices are officially sanctioned “for school use,” ANY handheld device should be used openly and at the school administrator, faculty, or staff member’s discretion. If a student is found concealing a handheld device, the intention will be interpreted as covert and the device will immediately be removed and reviewed by the Technology Coordinator on a case-by-case basis before being turned into the school office for storage.

Unclaimed Devices:

ANY handheld device not claimed by the last day of school on any given year will be cleared and donated to a charity such as the Ursuline Mall at the St. John’s Parish Bazaar. Although the device may be left to the student’s use, the parent is asked to make the request to the office when the device has been removed from the student’s possession. This policy not only ensures the device is being returned to the proper party, but also opens a line of communication regarding the circumstance the device was removed.