

**DIOCESE OF DAVENPORT
BOARD OF EDUCATION**

SERIES 600: EDUCATION PROGRAMS

FORM 615.2

STUDENT TECHNOLOGY USE AGREEMENT

These administrative rules apply to all persons accessing and using electronic network systems owned, leased, or allowed by a school in the Diocese of Davenport. These persons include students, faculty, staff, and user privileges extended by the school. A user **does not** own his/her network accounts but does have access to the accounts. Access to computing resources is a privilege, not a right. It is a privilege that the local school extends to users who are trusted to make responsible use of computing resources.

The user agrees to:

- Use school technologies for school-related activities and research.
- Follow the same guidelines for respectful, responsible behavior that is expected offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a teacher or other staff members if he/she sees bullying/threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Use school technologies at appropriate times, in approved places, for educational pursuits only.
- Cite sources when using online sites and resources for research; ensure there is no copyright infringement.
- Be cautious to protect the safety of self and others.
- Help protect the security of school resources.

This is not intended to be an exhaustive list. Users should use their own good judgement when using school technologies. **The following violations may lead to disciplinary action or loss of Network privilege or both. This list includes but is not limited to the following:**

I will not

- Use school technologies in a way that could be personally or physically harmful to myself or others.
- Search inappropriate images or content.
- Place illegal, or inflammatory material on the Internet in the form of e-mail or web pages.
- Give my password to another user.
- Pose or try to log in as a network user other than myself.
- Attempt to post messages or sign up with a public USENET group or ListSERV without the authorization of a teacher or network administrator.
- Create or spread computer viruses.
- Forward messages that would be considered obscene or unacceptable by the standards of the local school.
- Download applications, executables, or installers without permission of the network administrator.
- Use electronic communication to inform other students or give them information about tests, answers to quizzes, or other information that would be considered cheating.
- Copy software without the written permission of the software manufacturer.
- Attempt to hack into a server, computer, or network inside or outside of the local school.
- Vandalize any network hardware, software, printers, computers, keyboards, etc.
- Pose or try to log in as a network administrator.
- Use another person's name or password to access Internet or e-mail.
- Let another user use my network account, with or without permission.
- Try to break the security system or bypass safeguards put in place by the local school.

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- Mail bomb or purposefully overload another user or system using e-mail.
- Connect to any site involving gambling, alcohol, or drugs.
- Access chat rooms of any kind without the permission of a staff member.
- Send pictures that are personally identifiable without permission.
- Send abusive messages to others or use inappropriate language.
- Play online games without the permission of the teacher.
- Use local school resources for political lobbying.
- Engage in cyberbullying, harassment, or disrespectful conduct toward others, staff or students.
- Plagiarize content I find online or break copyright rules or laws.
- Try to find ways to circumvent the school's safety measures and filtering tools.
- Use school technologies to send spam or chain mail.
- Post another student's work without that student's consent or knowledge or post information anonymously.
- Use the internet from the local school for commercial purposes or product advertisement.
- Use or attempt to use proxy servers to bypass filtering mechanisms put in place by the local school.
- Access, download, store copy or print files that are profane or obscene.
- Post personally identifying information, including phone numbers and addresses, about myself or others without permission.
- Agree to a personal encounter with someone who contacted me online.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, accounts, or content that isn't intended for my use.
- Modify in any way the hardware or software owned or leased by the local school.

A copy of this signed agreement should be kept by the local computer system administrator.

I understand and will abide by the above acceptable use policy. I further understand that any violation of the policy is unethical and may constitute a criminal offense that may result in the revocation of privileges, disciplinary action and/or legal action.

User's Full Name: _____ Signature: _____ Date: ____/____/____

If the user is under age 18, a parent or guardian must also sign below:

Parent or Guardian: I understand the acceptable use policy and hereby give permission to issue an account for my child and certify that the information given on this form is correct.

Name: _____ Signature: _____ Date: ____/____/____

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Filtering Software

The Diocese requires the use of filtering software or services on all school computers with access to the Internet. When minors are using the Internet, access to visual depictions must be blocked or filtered if they are: (a) obscene, as that term is defined in [Section 1460 of Title 18, United States Code](#); (b) child pornography, as that term is defined in [Section 2256 of Title 18, United States Code](#); or (c) harmful to minors. Schools cannot disable the filters when minors are using them, even with parental or teacher permission and supervision. Appropriate school staff may disable filters only for adults who are using school computers for bona fide research purposes. Schools must monitor minors' use of the Internet in school.

Internet information is assumed to be private property but is not guaranteed to be confidential. The dissemination of credit card information is prohibited unless a secure system of encryption is available.

Attempts to disrupt the use of the network by destroying data of another user or of the network is prohibited. Attempts to use system administrator access rights or another user's account without written permission are prohibited. Any user identified as a security risk may be denied access to the Internet.

All computers should continuously run anti-virus software while in operation. Any information downloaded from the Internet should be scanned for viruses before use.

The Diocese of Davenport makes no warranties of any kind, either expressed or implied, that the functions or services provided by or through the local school Internet system will be error-free or without defect. The local school is not responsible for any damage users may suffer, including but not limited to loss of data, interruptions of service, or exposure to inappropriate material or people. Neither the local school nor the Diocese of Davenport will be responsible for the accuracy and quality of the information obtained through the system.

The Diocese of Davenport and the local school will not be responsible for any financial obligations arising through unauthorized use of the system. Students may not use the system for personnel commercial purposes. Including offering or purchasing products or services. Users or parents of users will indemnify and hold the Diocese of Davenport and local school harmless from any losses sustained as a result of misuse of the system by that user.

Schools in the Diocese of Davenport will cooperate fully with local, state, or federal officials in any investigation involving or relating to any unlawful activities conducted through the individual diocesan school Internet system.

Supervision

Student use of the internet system in a school will be supervised by staff in a manner that is appropriate to the age of the students and circumstances of use. Computers used by students in classrooms and labs will be positioned to facilitate effective staff supervision. Student use and activities will be structured in a manner that is appropriate to the age and skill of students, recognizing the importance of providing more secure environments for younger students and supporting safe and responsible independent use by older students.

Local schools may utilize an extended day computer lab with access to the internet for non-educational purposes. All students in extended day programs will be closely supervised and must follow the rules and regulations that apply to internet use during class time.

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Inappropriate Material

Students shall not intentionally access or download any text, file, or pictorial material, information or software, or engage in any conference or other online activity that includes material that is illegal, defamatory, obscene, pornographic, libelous, indecent, vulgar, profane, or lewd or is otherwise harmful to minors; advertises any product or services not permitted to minors by law; constitutes insulting or fighting words, the very expression of which injures or harasses others; or presents a clear and present likelihood that, either because of its content or manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities or will cause the commission of unlawful acts or the violation of lawful school regulations.

Personal Devices

Each school in the Diocese of Davenport will determine its own policy when determining if personally-owned devices (including laptops, tablets, smartphones, and cell phones) are allowed for use during school time. If allowed, such personally-owned devices should not interfere with the delivery of instruction by a teacher or create a disturbance in the educational environment. Any misuse of personally owned devices will result in disciplinary action outlined in the student handbook or code of conduct. Proper etiquette and adherence to the acceptable use policy should always be followed.

Downloads

Users should not download or attempt to download or run programs over the school network or onto school resources without the express permission of the instructional staff or IT staff. For the security of the school network, download such files only from reputable sites, and only for educational purposes.

Cyberbullying Policy:

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Don't send emails or post comments with the intent of scaring, hurting or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that all activities are monitored and retained.

Violations of the Acceptable Use Policy

Schools will determine consequences for violating the acceptable use policy. Such consequences may include the following disciplinary actions:

- Suspension of network, technology or computer privileges
- Notification of parents in most cases
- Detention or suspension from school and school related activities
- Legal action or prosecution

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Limitation of Liability

The Diocese of Davenport and the local school will not be responsible for damage or harm to persons, files, data, or hardware. While the Diocese of Davenport and the local school employs filtering and other safety mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness. The Diocese of Davenport and the local school will not be responsible financially or otherwise, for unauthorized transactions conducted over the school network.

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