St. Edward's School
École St. Edward

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ST. EDWARDS SCHOOL
NETWORK ACCEPTABLE USE POLICY

With direction and support from the Newfoundland and Labrador English School District, St. Edward's school now offers students access to its electronic communications system. This network allows our students to be able to communicate with other school and organizations around the world.

The Internet (WWW – World Wide Web) is a network of network and is the communication tool of tomorrow. Part of the school's responsibility in educating your child is to provide access to the tools they will be using as adults. We believe that the WWW is one of those tools. We accept the responsibility for teaching students about their roles as *network citizens* and the code of ethics involved.

The returned portion of this agreement will be kept in file at the school. **This agreement will be valid for the entire time that your child attends school at St. Edwards.** Please review this information carefully with your expectations we have, and the consequences of breaking this agreement.

NETWORK ACCEPTABLE USE POLICY

Accordance with direction from the Newfoundland and Labrador English School District, St. Edwards School has established a computer network linked to the Internet for the enrichment of learning. The school has also designed guidelines from the acceptance use of this network.

GUIDELINES
The school has the right but not the obligation, to monitor and supervise all computer use, communication or system accounts.

In conjunction with the school principal and the school's Technology Committee, the network administrator shall:

- ✓ Grant user accounts (at no cost to users) which allow access to the network.
- ✓ Provide teacher supervision of students using the network with teachers having final say on what is deemed appropriate use of the computer.
- ✓ Allow use of specific computer applications as decided by the school
- ✓ Monitor which Internet sites are being used.
- ✓ Block access to certain Internet sites.
- ✓ Revoke user accounts, if necessary.

User responsibilities

This network is to be used for educational purposes only and is a privilege rather than a requirement of learning in this school. Therefore, users are required to follow these guidelines in order to keep this privilege.

Care of Equipment

Computers and software are expensive and fragile so extreme care should be taken not to damage them.

Appropriate Sites

- Users shall use only sites which have been recommended by teachers for a specific purpose
- Users shall not access or attempt to access sites containing prohibited information i.e. Pornographic, racist, vulgar or otherwise offensive material.
- If a prohibited site is accessed accidentally, a user must notify the teacher or network administrator immediately.
- Users who access or attempt to access sites containing prohibited information will have privileges revoked and may face other disciplinary action as well.

Copyright

Accessing or storage of copyrighted software or information for which the school does not have a license is forbidden.

Security

- Users are responsible for their own accounts. System security relies on maintaining the secrecy of the users' passwords. If passwords are known by others, notify the network administrator and change the current password.
- Use of the account by anyone other than the registered account owner is prohibited. If this occurs, both parties will have their computer privileges suspended.
- Users shall ensure that their accounts are used for lawful purposes only, and that no material is transmitted which inappropriate or infringes on the rights of privacy.
- Users should NEVER post personal information about themselves (Address, phone number or picture etc.)
- Users must LOG OFF before leaving a computer.
- Accessing or attempting to access any computer, network or resource for which a user does not have authorization is strictly prohibited and will lead to immediate and permanent cancellation of computer privileges.

ST. EDWARD'S SCHOOL
NETWORK ACCEPTABLE USE POLICY
CONTRACT
SPONSORING PARENT/GUARDIAN

I have read this policy and guidelines and made sure that my child's understands what is expected of him/her when using the school's electronic communications system. In consideration for the privilege of using this system and in consideration for having access to the public networks, I have hereby release the school, its operators and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my school's use, or inability to use, the system including, without limitation the type of damages identified in the school's policy and administrative regulations.

Please check your response:

_____ **I DO** give permission to issue a network account and provide access for my child to participate in the school's network system.

_____ **I NOT DO** give permission to issue a network account and provide access for my child to participate in the school's network system.

Child's Name:_____

Grade/Teacher:_____

PARENT/Guardian

Signature:_____

Date_____ **Phone Number:** _____