



# St. Luke's Episcopal School

## Responsible Use Policy

Student Name (please print) \_\_\_\_\_

### Internet – Terms and Conditions

- 1) **Responsible Use** – The purpose of using the Internet in our school is to support research and education by providing access to unique resource and the opportunity for collaborative work. The use of the school Internet service must be consistent with the educational objective of St. Luke's Episcopal School and must comply with the rules of that organization. Transmission of any material in violation of school policy or any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets. Use for commercial or political activities is prohibited.
- 2) **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrators will deem what is inappropriate use. Also, the system administrators may restrict Internet usage to a specific user at any time as required.
- 3) **Network Etiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These include the following:
  - A) Be polite. Refrain from abusive messages to others.
  - B) Use of appropriate language is required at all times.
  - C) Do not give out private information, personal addresses and phone numbers, or school address and phone number.
  - D) Note that e-mail is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
  - E) The use of the network in a way that disrupts other users is prohibited.
  - F) All communication and information accessible via the network should be assumed to be private property.
  - G) Chat rooms are prohibited except in supervised classroom settings
- 4) **Warranties** - St. Luke's makes no warranties of any kind, whether expressed or implied, for the service it is providing. St. Luke's will not be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence and error or omissions of the user. Use of any information obtained via the Internet is at the user's own risk.
- 5) **Securities** – Security on any computer system is a high priority, especially when the system involves many users. Users are encouraged to identify security problems on the network and report them to the system administrator. Users will not demonstrate the problem to other users. Under no conditions should users provide passwords to another person or attempt to log on to the Internet as another person.

- 6) **Vandalism** – Any malicious attempt to harm or destroy the school’s software or hardware, the data of another user, the Internet, or any agency connected to the Internet is prohibited. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.
- 7) **Personal software** – No software or data disks may be installed on any school computer without express permission of the system administrator. Software belonging to the school may not be copied by a user under any circumstances.
- 8) **Photo or Video Release** – St. Luke’s reserves the right to use students’ pictures and students’ productions to support the curriculum and for demonstration purposes. This is for use on the school’s web pay and **names will not be used.**
- 9) **Filters** – Filtering software is in use on all computers with access to the Internet. Although this software blocks or filters access to visual depictions or language that is obscene, pornographic or otherwise inappropriate, it is understood that there may be times when such material is not “caught”. St. Luke’s faculty and staff will, to the best of their ability, monitor students’ use of the Internet in school, and will take all reasonable measures to prevent access, monitor students’ use of the Internet in school, and will take all reasonable measure to prevent access to inappropriate material on the Internet and World Wide Web.
- 10) **Public Disclosures** – Personal information such as complete names, addresses, telephone numbers, and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information without authorization. Students encountering information or messages they deem dangerous or inappropriate on the web or when using electronic mail or direct communications should notify their teacher or other adult staff immediately. Chat rooms and direct electronic communications (Instant Message services) are not permitted on school networks unless expressly authorized.

**Acceptance of Terms and Conditions – All terms and conditions as stated in this document are applicable to St. Luke’s Episcopal School. Violations of this policy will lead to serious consequences, including loss of use privileges.**

**I understand and will abide by the above Internet Use Agreement.**

**\*Students in PK3, PK4, and Kindergarten are not required to sign the Internet Use Agreement. We do ask that the parents of PK3 – Kindergarten students sign the Internet Use Agreement to indicate awareness and understanding of St. Luke’s Internet Policy.**

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**\* Student Signature**

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**Date**

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**Parent Signature**

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**Date**

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**Parent Name – Please Print**

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**Date**