Queen of Peace Catholic School

Family Handbook 2017

***QUEEN OF PEACE SCHOOL***

***Acceptable Use Policy for the Use of Computers, Technology, and Telecommunications***

*The purpose of this Acceptable Use Policy is to provide guidance regarding the appropriate or acceptable use of the computer resources of Queen of Peace School and to assist Queen of Peace School in protecting the security of its computer and technology resources.*

*Queen of Peace School provides computer resources for users affiliated with Queen of Peace School. Computer resources includes, but is not limited to: host computers, file servers, application servers, communication servers, mail servers, web servers, workstations, stand-alone computers, iPads, software, data files, and all internal and external computer and communications networks, including internet and electronic mail (e-mail) systems that may be accessed directly or indirectly from the Queen of Peace School computer network. Users include, but are not limited to, Queen of Peace School students, faculty, employees, staff, and volunteers.*

*All users must behave ethically and legally in using Queen of Peace School computer resources. All users must comply with this Policy in using Queen of Peace School computer and technology resources. If any user violates this Policy, he or she will be subject to discipline, up to and including termination, and may be subject to civil or criminal legal action.*

*Appropriate or acceptable use of Queen of Peace School computer resources includes:*

* *Accessing the internet to conduct research or to retrieve information from libraries or other*

*educational websites to enrich and expand Queen of Peace School curriculum.*

* *Participating in listservs and/or newsgroups to gain access to information regarding local,*

*state, national, and world events.*

* *Utilizing e-mail to facilitate distance-learning projects.*

*Inappropriate or unacceptable use of Queen of Peace School computer resources include, but are not limited to:*

* *Creating, sending, receiving, accessing, or storing messages, pictures, or files which are*

*fraudulent, illegal, pornographic, obscene, sexually suggestive, sexist, racist, discriminatory, harassing, or insulting.*

* *Using computer resources to conduct illegal activities.*
* *Using computer resources in a manner that interferes with the user’s employment or other obligations to Queen of Peace School.*
* *Using computer resources in a manner that interferes with Queen of Peace School operation of its computer resources.*
* *Using computer resources in a manner that interferes with the rights of others, including*

*accessing, reading, deleting, copying, or modifying the files or e-mail messages of others or using another’s name, e-mail address, or workstation to send e-mail messages or access the internet.*

* *Using computer resources for personal monetary gain, commercial purposes, advertising, or political lobbying outside the scope of the user’s employment or other obligations to Queen of Peace Catholic School.*
* *Using software that is designed to destroy data, provide unauthorized access to Queen of Peace School computer or telecommunications systems, or disrupt computer or telecommunications equipment in any way.*
* *Creating, propagating and/or using computer viruses.*
* *Loading software that is not approved by Queen of Peace School.*
* *Making illegal copies of licensed software.*
* *Destroying software or hardware or attempting to exceed or modify the parameters of Queen of Peace School’s computer or telecommunications systems.*
* *Transmitting copyrighted materials without the written permission of the author or creator in violation of United States copyright law.*
* *Transmitting materials that are protected by United States trade secret law.*

*Any e-mail message created, sent, received, or stored with Queen of Peace School e-mail system is the property of Queen of Peace School. Therefore, users do not have an express or implied personal privacy right in any matter created, sent, received, or stored with Queen of Peace School e-mail system. Although Queen of Peace does not intend to routinely monitor e-mail communications, it may monitor the e-mail system and access messages or information stored on the system to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, investigate reports of misconduct or misuse, reroute or dispose of undeliverable mail, or respond to lawful requests for information, including requests from law enforcement agencies. The existence of passwords or message delete functions do not restrict or eliminate Queen of Peace School’s ability or right to access e-mail messages or information stored on Queen of Peace School’s e-mail system. Queen of Peace School cannot guarantee the privacy or confidentiality of e-mail messages. Any information that is confidential as a matter of law should not be communicated over e-mail. No e-mail message may be sent anonymously.*

*Users do not have an express or implied personal privacy right in any information created, sent,*

*received, or accessed with Queen of Peace School’s internet system. Although Queen of Peace School does not intend to routinely monitor internet use, it may do so to maintain the integrity and efficiency of the system, prevent and discourage unauthorized access and system misuse, retrieve business-related information, or investigate reports of misconduct or misuse. The existence of passwords does not restrict or eliminate Queen of Peace School’s ability or right to monitor internet use.*

*Any information contained on a computer hard drive or computer disk, or stored on other technology resources owned by Queen of Peace School is the property of Queen of Peace School. Therefore, users do not have an express or implied personal privacy right in any computer hard drive or disk, or other technology resources owned by Queen of Peace School. The existence of passwords or file delete functions do not restrict or eliminate Queen of Peace School’s ability or right to access information contained on a computer hard drive or disk, or other technology resources owned by Queen of Peace School.*

*If any user receives inappropriate material from another user or observes another user engaging in inappropriate or unacceptable use of Queen of Peace School computer resources, he or she must contact the Principal immediately.*

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**Agreement for the Use of Computers, Technology Resources, and Telecommunications**

*Parental Consent Form for Student Computer and Technology Use*

Queen of Peace School provides students the opportunity of access to computers, technology, and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and legal guardians are alerted to the fact that Queen of Peace School and the Diocese of Duluth do not have complete control of the information on the Internet.

Parents and legal guardians are responsible for imparting the standards of ethical and legal conduct their child/ward should follow.

Queen of Peace School supports and respects each family’s right to decide whether or not their child may have access to this resource. Any misuse of these services may result in disciplinary action such as, but not limited to, limited access to computers and technology, discontinued access to and use of computers and technology in the school, and suspension from school.

1. I am the parent/ legal guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications (“the policy”) and I have explained it to my child/ward and I have assured myself that my child understands the policy. I also understand my responsibilities and my child’s responsibilities regarding computer and technology hardware, software, and Internet access at Queen of Peace School.
2. **Check one:**

**\_\_\_\_\_**I hereby consent to the student having access to, and use of, the telecommunications and technology resources at Queen of Peace School. I also hereby indemnify and hold harmless Queen of Peace School and the Diocese of Duluth from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

**\_\_\_\_\_** I do not consent to the student having access to, or use of, the telecommunications and technology resources at Queen of Peace School. I know this may limit the curriculum and learning opportunities available to my child.

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Parent/Guardian signature Date

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Name of Parent/Guardian (Please print)

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Name of Student (Please print)

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