

STUDENT COMPUTER/INTERNET ACCEPTABLE USE POLICY (AUP)

Each school will create a student Acceptable Use Policy. It will be reviewed each year and signed by both student and parent(s). A copy of the student AUP will be provided to the superintendent of schools.

Minimal elements:

- Positive statement regarding reason for providing Internet for students, staff and faculty;
- Statement that all technology is provided for educational purposes only (acceptable use). While the school has filtering in place, it is the student's responsibility to use all technology correctly; this is a privilege which can be taken away;
- (If applicable) Statement that if the Diocese of Lincoln provides Office 365 email and online documents, there should be no expectation of any right to privacy. Students are to use the cloud services for education only, and consideration should be given to users who may have limited access by avoiding large attachments and sharing documents only for educational purposes.
- Statement regarding consequences: loss of technology privileges;
 - Example: Anything transmitted on the network is the property of the Catholic Diocese of Lincoln and may be monitored by the administration and faculty. The school administration may revoke computer privileges at any time, or pursue disciplinary or legal action against students who violate this acceptable use policy. While filtering is in place, and students are supervised and guided in their use of the Internet, it is the student's responsibility to use the system in accordance with the rules. The school administration and faculty will decide whether an act constitutes inappropriate use of the school computers, its network or the Internet. The administration, faculty, and staff at Blessed Sacrament School may deny, revoke, or suspend the computer use of any individual. The school complies with the Children's Internet Protection Act.
- Statement that all license agreements must be upheld;
- Clear delineation of unacceptable use, including:
 - Activities which are illegal (including 'hacking'), immoral, dangerous, or destructive;
 - Violation of privacy or the integrity of others' files;
 - Use of school technology for personal gain;
 - Any financial transaction;
 - Any offensive material (threatening, violent, sexually oriented, false...);
 - Use of IM, social networking sites, pornography, chat or personal e-mail;
- Statement that school name, motto and logo are not to be used on any website (including social networking) without permission by the school administration;
- Reminder that it is illegal under federal law for anyone under 13 to be on any social networking site without parental permission. **Also, only students 13 and older may legally download home or mobile applications of Office 365.**
- Reminder that it is unsafe for minors to give out personal information on any social networking site;
- Statement that it is against Diocesan policy for teachers to associate formally (e.g. "friend," "follow") anyone under 19 years of age who is not a relative;
- Statement that personal devices cannot be connected to any school network;
- Statement regarding negative or unjust association with school or any staff on social networking is subject to discipline;
 - Example: "Negative or unjust portrayals of school or persons associated with the school, on any website (including social networking sites), may be subject to disciplinary measures. This applies to actions initiated either in or out of school."
- Clear statement regarding plagiarism.