

Saint Elizabeth Ann Seton School
2901 East Huffman Road
Anchorage, AK 99516
Phone: (907) 345-3712 Fax: (907) 345-2910
E-mail: lottridge@akseas.com Website: www.akseas.com

SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL
COMPUTER USAGE POLICY
INTERNET, E-MAIL RIGHTS, AND RESPONSIBILITIES

Saint Elizabeth Ann Seton School Students are responsible for proper behavior while using the school's computers just as they are with any item of school property. Communication on the Internet is usually public in nature and students need to be aware that some material on the Internet may contain items that are illegal, inaccurate, immoral, or potentially offensive to many people. Saint Elizabeth Ann Seton School will do everything possible to insure that students access only information that is educationally sound and wholesome. The school will instruct students on proper use of the Internet, but ultimately, **parents and guardians are responsible for setting and conveying the standards** that their children should follow when utilizing any media and information sources, regardless of the location of the child or the information source.

While at Saint Elizabeth Ann Seton School, network services are granted to students who agree to act in a considerate and responsible manner. Parental permission is required for all Saint Elizabeth Ann Seton School students who are allowed access to the school Internet system. Access is a privilege and not a right and entails user responsibility.

Individual users of the Saint Elizabeth Ann Seton School computers and computer network are responsible for their behavior and their communications over the network. It is demanded that the individual user will comply with the standards of the school and that they will honor the agreements that have been signed.

The school's communication storage network areas will be treated the same as school desks. Staff may review files and communications in order to maintain system integrity and to insure that students are utilizing the system responsibly. Students should not expect that files stored on the Saint Elizabeth Ann Seton School server or school computers will be private.

The following items identify Saint Elizabeth Ann Seton School policy regarding inappropriate activities with school computers. Students who engage in such activities may lose school computer privileges.

- Sending or displaying offensive materials
- Using inappropriate words
- Insulting others
- Violation of copyright laws
- Using another person's password
- Trespassing into another's folder, work, or files
- Using the network for commercial purposes
- Deliberate damage to school hardware or software
- Utilizing non-school owned disks, CD-ROM, flash drives, etc., on a school computer
- Use of school computers for any illegal activities
- Downloading information or programs without staff permission
- USE OF FACEBOOK or EMAILING IS PROHIBITED! No exceptions.**

8/22/15

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**PARENT PERMISSION FORM AND STUDENT AGREEMENT
REGARDING SAINT ELIZABETH ANN SETON SCHOOL
COMPUTER AND INTERNET ACCESS**

As parent/legal guardian of _____, I grant permission for my child to utilize Saint Elizabeth Ann Seton school computers, which includes access to the Internet. I recognize that it may not be completely possible for Saint Elizabeth Ann Seton School staff to totally restrict access to potentially controversial material. I have instructed my child regarding Internet activities in accordance with the policies of the school. This permission shall remain in effect for the school years 2015-2016.

Students Name & Grade (Please print)

Parent(s) or Legal Guardian(s) signature(s)

Date

I, _____, a student at Saint Elizabeth Ann Seton School, agree to follow the school policy regarding the use of school computers, which includes Internet. I understand that I may lose my computer privileges if I violate school policies.

Student signature

Date

8/22/15