Nativity School

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Student Internet Acceptable Use and Student eDevice Usage Policy

We would like all parents to read Section A of this document carefully. In addition, all parents and children in all grades please read and discuss Section B thoroughly with your child. Both you and your child should sign Section B in the appropriate places. This document must be on file with the school before your child will have Internet or eDevice (iPad or Chromebook) privileges and must be renewed annually.

We are very pleased to bring Internet access to Nativity School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

• Electronic mail communications with people all over the world
•Information and news from research institutions all over the world • Public domain software and shareware of all types • Discussions groups on thousands of diverse topics • Many University library catalogs, the Library of Congress, government documents and thousands of databases With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The faculty at Nativity School has taken precautions to control access to controversial materials by adding hardware---and---software---based filtering systems, but most importantly, by being present at all times when students are on the Internet and by instructing students in the proper use of the Internet and electronic mail.

However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe however, that the valuable information and interactions available on the network far outweigh the possibility that users may procure material that is not consistent with the educational goals of the school.

Availability of the Internet to students at Nativity School rests upon the proper conduct of individual students who must adhere to strict guidelines.

These guidelines are provided here so that you are aware of the responsibilities your child is about to acquire. If a student violates any of these provisions, future access to the Internet at Nativity School may be denied to that student. The signatures on this document indicate that you have read this document, discussed it with your child/children, and that you and your child/children understand the terms and conditions herein.

SECTION A – GENERAL TERMS AND CONDITIONS

1. **Acceptable Use** --- The purpose of using the Internet in our school is to support education by providing access to unique resources and the opportunity for collaborative work. The use of school accounts must be in support of education and consistent with the educational objectives of Nativity School. 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 and threatening or obscene material.

2. **Privileges** --- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty member in charge will deem what is inappropriate use and his or her decision is final.

3. **Network Etiquette** --- Students are expected to abide by the generally accepted rules of network etiquette as outlined in Section B.

4. **Copyright** – Students are expected to abide by all copyright laws at all times.

5. **Security** --- If your child identifies a security problem on the Internet, he or she should notify a teacher immediately. Your child should not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log on to the Internet as anyone other than his or herself will result in cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.

6. **Vandalism** --- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, network, or agency that is connected to the Internet. This includes, but is not limited to, the uploading of any computer viruses, attempts at gaining unauthorized access, or changing on---line materials without permission.

7. Off-campus Network Etiquette & CYBER bullying– Any technology---based student activity such as but not limited to CYBER bullying and posting of offensive, obscene, harassing, abusive, or inflammatory language, pictures, or materials that takes place outside the school premises which puts at risk the wellbeing of our students/staff and/or the reputation of our school and families will result in disciplinary action. Some of these off---site activities take place via devices including but not restricted to personal computers, cell phones, networked videogames, public library computers, or via any other hand---held digital devices. The safety of your children and the reputation of our school and families are paramount to the philosophy and beliefs that govern our school. Therefore we ask you to be diligent in monitoring your children's involvement in such activities. Whereas the latest filtering technology might help, nothing surpasses your close involvement in your children's use of technology.

8. Google Gmail- Students are given credentials to access e-mail accounts, hosted by Google's Gmail. Nativity School provided e-mail accounts can only be used for sending messages to others with "nativityschool.com" e-mail accounts. Included in student Gmail accounts is access to cloud-based storage and Google applications. These resources are intended to facilitate student learning and should not be used for inappropriate purposes. Students have no expectation of privacy in e-mail and file storage, and such files will be examined from time-to-time to assure proprietary. Use of the school Internet account and local area network by anyone other than staff or students or persons authorized by the Principal is prohibited. Transmission of commercial information, advertising, or political lobbying is prohibited.

SECTION B – STUDENT AGREEMENT

This section is to be read by all students and discussed with their parent or guardian. Both parents and students must sign this document at the bottom. Younger students should have this document read to them and they may sign or print their name as best they can. Please return this document to school.

1. **Personal Responsibility** As a student at Nativity School, I will accept personal responsibility for reporting any misuse of the network to the teacher in charge. Misuse is considered any message(s) sent or received that indicate or suggest racism, sexism, inappropriate language, etc. Misuse is also considered to be intentionally accessing any Internet site deemed inappropriate by the faculty at Nativity School.

2. **Acceptable Use** My use of the Internet and electronic mail will be in support of educational research and/or knowledge as defined by the teacher in charge. I understand that "surfing" the Internet results in congestion on our school network which slows it down for others.

3. **Network Etiquette** I will abide by the following rules of network etiquette at all times:

A. I WILL BE POLITE – I will never send, or encourage others to send abusive messages.

B. I WILL USE APPROPRIATE LANGUAGE – I realize that I am a representative of our school community. While I may be alone on the computer, what I write can be viewed globally. I will never swear, use vulgarities, or any other inappropriate language.

4. **Privacy** I will not reveal my home address or personal phone number or that of any member of our school to anyone on the Internet at any time.

5. **Electronic Mail** I understand that electronic mail is not guaranteed to be private and that all emails can be accessed by my parents, teachers, and school administrators. I will not send anything that I do not want others to read.

6. **Security** I understand that security on our network is very important. I will never attempt to guess other users' passwords at anytime. I understand that to do so is a violation of my privileges. If I identify a security problem, I will notify the teacher in charge immediately.

7. **Vandalism** I understand that vandalism is defined as any malicious attempt to harm or destroy other people's data within Nativity School and on the Internet. This includes, but is not limited to, the uploading/downloading or creation of computer viruses. I will notify the teacher in charge if I encounter vandalism of any kind. Any vandalism or failure to notify the teacher in charge of attempted vandalism will result in my loss of network privileges.

8. **Copyright** I understand that to copy any other person's work on the Internet and call it my own is a violation of copyright law. This pertains to text, graphics, or sound. When using other people's work, I will ask permission when possible and credit the author accordingly. The use of the Internet and electronic mail at Nativity School is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the above regulations is unethical and may

constitute a criminal offense. Should I commit any violation my access privileges may be revoked and school disciplinary action may be taken.

9. **Off-campus Network Etiquette & CYBER Bullying** I understand that inappropriate use of technology in outside---the---school activities such as online---posting or electronically sending of offensive, obscene, harassing, abusive, or inflammatory language, pictures, or materials put at risk the wellbeing of students/staff and/or the reputation of Nativity School and its families. I understand that Cyber bullying takes place when a child, preteen or teen is embarrassed, humiliated, tormented, threatened, harassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. I also understand that this type off---site activity may take place via devices such as personal computers, cell phones, networked videogames, public library computers, or via any other hand---held digital devices that I may have access to.

Therefore I will not engage in any off---campus electronic activity that might violate this rule. Finally I understand that this type of unacceptable behavior will result in disciplinary action even when such activity takes place at an off--- campus location.

The following section of Student Musts and Mays highlights the most important elements of the Nativity AUP in accordance with the Christian Code of Conduct.

Students must
1. Respect and protect the privacy of others.
    a. Use only assigned accounts.
    b. Not view, use, or copy passwords, data, or networks to which they are not authorized.
    c. Not distribute private information about others or themselves.
    d. Not solicit online friendships with faculty or staff of Nativity School on social networking sites such as MySpace, Facebook, or Friendster, etc.
2. Respect and protect the integrity, availability, and security of all electronic resources.
    a. Observe all network security practices, as posted.
    b. Report security risks or violations to a teacher or network administrator.
    c. Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
    d. Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.

      a. Not infringe copyrights (no making illegal copies of music, games, or movies!)

      b. Not plagiarize.

4. Respect and practice the principles of community.

      a. Communicate only in ways that are kind and respectful.

      b. Report threatening or discomforting materials to a teacher.

      c. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).

      d. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).

      e. Not use the resources to further other acts that are criminal or violate Nativity School's Christian Code of Conduct.

      f. Not send spam, chain letters, or other mass unsolicited mailings.

      g. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above

1. Design and post web pages, wikis, and blogs, etc. for educational purposes.
2. Use direct communications such as email, Twitter, or instant messaging only with a parent's and teacher's permission/supervision.
3. Participate in specific, school-related online communities such as Khan Academy, Twitter, WikiSpaces, Yahoo Groups, etc. with the written permission/ supervision of a parent and teacher.
4. Use the Nativity technological resources solely for educational purpose.

COST OF REPAIRS

Students will be held responsible for ALL accidental or intentional damage to the school eDevices (Chromebooks or iPads) including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value. Lost items such as sleeves and accessories will be charged the actual replacement cost.

Student Discipline

If a student violates any part of the above policy, he/she will be put on the following disciplinary steps:

1st Offense – Student(s) will check-in/checkout their eDevice from the appropriate staff member daily for three (3) weeks.

2nd Offense – Three (3) weeks of eDevice privilege suspension (student still responsible for all required work)

3rd Offense –Loss of eDevice privileges for a length of time determined by the administration.

This document is adapted from guidelines published by the Department of Justice and is in compliance with the Education Code listed below.
http://www.justice.gov/criminal/cybercrime/rules/acceptableUsePolicy.htm
The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. CIPA imposes certain types of requirements on any school or library that receives funding for Internet access or internal connections from the E-rate program – a program that makes certain communications technology more affordable for eligible schools and libraries. In early 2001, the FCC issued rules implementing CIPA.

What CIPA Requires
Schools and libraries subject to CIPA must have an Internet safety policy that includes technology protection measures. The protection measures must block or filter Internet access to pictures that are: (a) obscene, (b) child pornography, or (c) harmful to minors (for computers that are accessed by minors). Before adopting this Internet safety policy, schools and libraries must provide reasonable notice and hold at least one public hearing or meeting to address the proposal.

Schools subject to CIPA are required to adopt and enforce a policy to monitor online activities of minors.
Schools and libraries subject to CIPA are required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called "hacking," and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

California AB 86 Assembly Bill – Cyberbullying
The new law gives schools authority to suspend or expel students for bullying fellow students over the Internet, in text-messaging or by other electronic means. Assembly Bill 86 adds cyberbullying to school disciplinary codes that previously defined bullying only in terms of direct physical or verbal harassment.

Education Codes:
Education Codes 48900.4 and 48900 (r), strictly prohibit harassment or bullying of any kind and such behavior is subject to the following consequences:
    Minimum: 1 day suspension
    Maximum penalty: Expulsion
Education Codes 48900.4 "Harassment, threats, or intimidation creating an intimidating or hostile educational environment"

Education Code 48900 (r) "Engaged in an act of bullying, including, but not limited to bullying committed by means of an electronic act, as defined in subdivisions (f) and (k) of Section 32261, directed specifically toward a pupil or school personnel"

Printing Policy

In our effort to become a more green school and to conserve our valuable resources, we ask that students do not expect to be able to print their work at school. Homework should be printed at home and brought to school when due. Please do not wait until the last minute to print your work at home! You never know when your printer will run out of ink or jam. We understand that these things happen, so if that event should occur, students can print up to **3 pages** per day from a school printer, <u>once per week</u>. All student-printing should be monitored by a teacher

Printing Guidelines

The following points are designed to maximize the efficiency of the printing process at Nativity. Remember, all printing must be supervised/monitored by a teacher. Only teachers may pick up printouts from the network printer in the Main Offices.

1. Use PRINT PREVIEW at all times to check print settings before printing.
2. Send the printing to the correct/approved printer.
3. Submit the PRINT command only once to avoid printing multiple copies of a document. Allow adequate time to ensure a successful print job before re-sending.
4. Where possible, duplex or double-sided printing is to be used.
5. Do not load any communal printer with recycled paper to avoid duplex misprints.
6. Notify Mrs. Hauschild, your teacher, or the office staff of any technical problems immediately.
7. Only print materials for school purposes.
   a. For preference, avoid using any printer for more than one copy of anything. (B&W multiple copies of a document should be

photocopied.)

8. Avoid pages with solid colored backgrounds (e.g. banners) and aim to use color paper instead.

9. Should you have any questions about printing preferences, please ask before printing!

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Student Signature Section

Student's Name _____
(Please print)

Grade _____

Signature_____ Date_____

PARENT AGREEMENT
As the parent/guardian

of_____ I have read
and discussed with my child all of the contents of this Internet Acceptable
Use and Student eDevice Usage Policy. I understand that access is designed
for educational purposes.

However, I also recognize it is impossible for Nativity School to restrict
access to all controversial materials and I will not hold the faculty
responsible for materials acquired on the network. I give my permission for
my child to access the Internet while supervised at Nativity School. I also
understand that inappropriate use of technology in outside---the---school
activities (as described in sections A and B) which put at risk the wellbeing
of Nativity's students/staff and/or the reputation of the school and families
will result in disciplinary action. I understand that Nativity teachers will
monitor and supervise my child's online activities while at school and I agree
to do the same, outside of school, to the best of my abilities.

Parent or Guardian Name _____
(Please print)

Parent Signature_____

Date_____

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