

June 25, 2008

Dear parent/guardian:

Your child has the opportunity to receive an electronic network account or access, and needs your permission to do so. Among other advantages, your child will be able to communicate with other schools, colleges, organizations and individuals around the world through Internet and other electronic information systems and networks. Internet is a system which links smaller computer networks, creating a large and diverse network. Internet allows your child, through electronic mail (e-mail) and other means to reach out to many other people to share information, learn concepts and research subjects. These are significant learning opportunities to prepare your child for the future.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed informed consent form, school procedures and other material, and discuss it together. When your child is given an account and password to use on the computer, it is extremely important that the rules are followed. Inappropriate use will result in the loss of the privilege to use this educational tool, and other disciplinary action if appropriate. Parents, remember that you are legally responsible for your child's actions.

Please stress to your child the importance of using only his or her account password, and of keeping it a secret from other students. Your child should never let anyone else use his/her password to access the network. Your child is responsible for any activity that happens in his/her account.

We have established procedures and rules regulating the materials that students may search for on the network, but please be aware that there is unacceptable and controversial material and communications on the Internet that your child could access. It is not possible for us to always provide direct supervision of all students. We cannot filter material posted on network-connected computers all over the world; we encourage you to consider the potential of your child being exposed to inappropriate material in your decision of whether or not to sign the informed consent form.

If you have any questions, please contact me at 791-7260. Please return signed informed consent forms to us as soon as possible.

Sincerely,

S. Bender
Principal

MICHAEL A. RIFFEL HIGH SCHOOL

SCHOOL COMPUTER ACCEPTABLE USE POLICY

2008-2009

I. INTRODUCTION

- A. The Internet is a global network of computers connected by telephone or cable lines. It is a fluid environment of constantly-changing, unregulated information that is used as an information resource similar to the way in which books, magazines, newspapers and videos are used. It is a two-way street on which users from our networks can see out into the world and the global networks can see into our networks. It is a tool that will greatly enhance the ability of teachers to provide new and exciting learning opportunities for students. The school believes that the resources available through this network and the skills that students will develop in using it are of significant value in the learning process and student success in the future.
- B. It is impossible to predict, with certainty, the accuracy and age-appropriateness of material that students may access. It is possible that your child may run across areas of adult content or materials we might find objectionable. While we will take steps to prevent such access, it is not possible to guarantee that students will not accidentally or purposefully find inappropriate material. We will provide supervision for those areas which have computers with Internet access; however, one-on-one supervision will rarely be possible.
- C. The mission of Regina Catholic Schools and M. A. Riffel High School, in particular, is to provide a quality Catholic education for all students. Resource-based learning for students is an integral part of all classes at M. A. Riffel High School. The Internet will be used as an additional tool to facilitate learning.

II. GUIDELINES

- A. It is a general expectation that M. A. Riffel's computer resources are to be used in a reasonable, efficient, ethical, moral, and legal manner in accordance with the mission statements, values, understandings and beliefs of the Regina Catholic School Division and M. A. Riffel High School.
- B. All staff and students at Michael A. Riffel High School will have access to the Internet and school network.
- C. *Network*
 - 1. All use of the system must be in support of education and research and consistent with the mission of the school division. Regina Catholic Schools reserves the right to prioritize use and access to the system.
 - 2. No use of the system shall serve to disrupt the operation of the system by others; system components including hardware or software shall not be destroyed, modified or abused in any way.
 - 3. Malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system is prohibited.

4. Users are responsible for the appropriateness and content of material they transmit or publish on the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

5. Use of the system to access, store or distribute inappropriate material is prohibited.

Security

6. System accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.

7. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.

8. Users should change passwords regularly and avoid easily guessed passwords.

Personal Security

9. Personal information such as addresses and telephone numbers should remain confidential when communicating on the system. Students should never reveal such information without permission from their teacher or other adult.

10. Students should never make appointments to meet people in person that they have contacted on the system without district and parent permission.

11. Students should notify their teacher or other adult whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.

Copyright

12. The unauthorized installation, use, storage or distribution of copyrighted software or materials on district computers is prohibited.

General Use

13. Diligent effort must be made to conserve system resources. For example, users should frequently delete e-mail and unused files.

14. No person shall have access to the system without having received appropriate training, a signed Individual User Release Form must be on file with the district. Students under the age of 18 must have the approval of a parent or guardian.

15. Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with district policy and procedure.

From time to time, the district will make a determination on whether specific uses of the system are consistent with the regulations stated above. For security and administrative purposes the school division reserves the right for authorized personnel to review system use and file content. The school reserves the right to remove a user account on the system to prevent further unauthorized activity.

Violation of any of the conditions of use may be cause for disciplinary action.

III. ROLES AND RESPONSIBILITIES

A. The School Division

The Board of Education for the Regina Catholic School Division No. 81 will provide and support practicable student and staff access to the Internet and a School Division Web Site and will strive to ensure that this access is current and consistent to a common system-wide standard.

B. The School

Teachers will receive in-service on Internet use before students are allowed access to the Internet. All teachers will be aware of the Acceptable Use Policy (AUP) and will explain the school's Internet AUP to the students using a package developed by Catholic Education Centre Technology Services.

Information on student computer Internet use (via this AUP, newsletters, etc.) is available to parents.

Material may be published on the Internet only with prior approval from a teacher and the principal. Only material with educational merit will be published.

C. The Student

It is essential for each student on the network to recognize his/her responsibility in having access to vast services, sites, systems, and people. The student is ultimately responsible for his/her actions in accessing network services. The use of computers and the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. All use of computers and the Internet must be in support of education and research and be consistent with the mission statements of Regina Catholic Schools and Michael A. Riffel High School. The following list is a general guideline for student use of the Internet:

- Students will use school accounts only under supervision and for an authorized purpose.
- Students will not use the network to access or process inappropriate materials, text files, or files dangerous to the integrity of the network.
- Students will report all incidents of accessing inappropriate material to the teacher supervisor.
- Students will respect the laws of copyright as they pertain to the Internet. Copyrighted material may not be copied or downloaded.
- Students must use only their own account number and password.

M. A. RIFFEL ACCEPTABLE USE AGREEMENT

Student:

I have participated in an orientation session on the acceptable use of the Internet. I understand my responsibilities pertaining to the use of the Internet. I agree to follow the Internet guidelines developed by my school as outlined in the Michael A. Riffel Acceptable Use Policy. I understand that any violation of the above conditions or rules of the Acceptable Use Policy may result in a suspension of privileges and/or any other consequences deemed necessary by my school.

Date: _____

Student's Name (print clearly): _____

Student's Signature: _____

Parent or Guardian:

I have read the Acceptable Use Policy. I understand this Internet access is designed for educational purposes. I understand that the Regina Catholic School Division has taken precautions to circumvent student access to controversial material, but I recognize it is impossible for the Regina Catholic School Division to restrict access to all controversial materials. I will not hold the School Division responsible for materials acquired on the network.

Date: _____

Parent's/Guardian's Name (print): _____

Parent's/Guardian's Signature: _____

Alternative:

I have read the Acceptable Use Policy. Although I understand this Internet access is designed for educational purposes, I do not wish my child _____ to have access to the Internet in Michael A. Riffel High School.

Date: _____

Parent's/Guardian's Name (print): _____

Parent/Guardian's Signature: _____