

St. Hugo of the Hills School
Internet & Technology Equipment Use Policy 2016-2017

Access to the computer network at St. Hugo School is a privilege, not a right. The network is provided for students to complete class work, conduct research and to communicate with others. Access to network services is provided to students who agree to act in a considerate and responsible manner.

Parental permission is required to access the Internet from the St. Hugo network. Students are responsible for their own behavior and must agree to follow the Use Policy guidelines. **Parents agree to assume financial responsibility for any damages to school equipment and for any legal or financial liabilities incurred by their child.** Students are also responsible for their communication on the computer network.

All student work will be generated and stored on the St. Hugo computer network. Network storage areas will be treated like school lockers. We follow the Children's Internet Protection Act. Network administrators use Sonic Wall Comprehensive Internet Security to block and filter inappropriate sites, may review files and communications to maintain system integrity and to ensure that students are using the system responsibly. Users should **not** expect that files stored on the network will remain private. Ultimately, parents are responsible to set and convey the standards their children should follow when using all media and information sources. Parents are **strongly** encouraged to monitor home Internet use. The following behaviors are not permitted:

- *Creating or maintaining a blog or website on any social networking site (such as myspace, facebook, Instagram, snapchat, etc.)*
- *Sending or displaying offensive messages or pictures **on or off** the St. Hugo network.*
- *Intentionally accessing inappropriate material on the Internet.*
- *Using inappropriate language to harass, insult or attack others.*
- *Accessing chat rooms, other social media sites, or unauthorized use of email*
- *Taking any action that will deny use of the network to other users.*
- ***Tampering or damaging any computer, ipads or technology equipment or intentionally wasting limited resources.***
- *Violating copyright laws.*
- *Using another student's password or any other violation of the student behavior code.*
- *Using school network resources for commercial purposes.*
- *Changing any computer settings or configuration on any school owned technology without approval.*

Students should be aware that their Internet use will be monitored by network administrators. **Inappropriate use of computer resources may result in loss of computer privileges as well as other disciplinary or legal action including financial liability for any damages.**

Please cut off and return the form below to St. Hugo School by August 29, 2016

As a user of the St. Hugo computer network, I understand and agree to follow the Internet and Technology Use Policies.

Student Name: (print): _____ **Homeroom:** _____

Student Signature: _____

As parent or guardian, I grant permission for my child to use the network to access email and the Internet. I understand that individuals and families may be held responsible for violations of this policy

Parent Name: (Please Print) _____

Signature: _____

Date: _____