



## Christ the King Church and School Acceptable Use Policy

### Student Version – Lower Grades



The computer equipment of Christ the King School is for making the school a better place to learn. The rules we have for using computers here are to make sure everyone makes good use of them. We want to make sure that nobody can be hurt by using computers and to make sure students and teachers can use our systems to help them become lifelong learners.

Everyone who uses Christ the King School's computers has the responsibility to help keep them safe and in good working order. If you use our computers, you have to understand and follow the rules. Otherwise, you're not allowed to use our computers. If you have questions, ask your teacher, or Ms. Auerweck, the computer teacher, or Mrs. Gebhardt, the principal, or Mr. Boehm, the technology coordinator. Make sure you have an answer to your question before you keep working on the computer.

These rules explain how you're allowed to use Christ the King School's computers. These rules are called the Acceptable Use Policy. These rules are important. If you don't follow them, you're not allowed to use school systems. The rules are in place to protect students, to make sure we follow all laws about computers in schools and how they can be used, and to make sure the systems keep running well so that you can use them when you need them.

The Acceptable Use rules apply to everybody who uses computers at Christ the King – not just students, but teachers, parishioners, staff members – everybody at Christ the King.

#### General Rules

1. Computers aren't private. Using computers is a lot like writing on a postcard. It can be easy to see what you've written on a postcard and it can be easy for people to see the work you've done on computers. We try to keep things private as best we can, but just remember the postcard idea about how private your work really is.
2. Computers and systems are only for school uses. You can't use them to make money or run a business. If you have any questions about whether something you want to do really is OK, contact your teacher, Ms. Auerweck, Mrs. Gebhardt, or Mr. Boehm for help.
3. To keep the systems running well and to keep things safe, Mr. Boehm may need to look at files or watch people work. Just remember the postcard idea about your work on the system.
4. We need you to be responsible and to use computers the right way. We need your parents to help, too. We need teachers, staff, parishioners all to help by using our computer systems the right way and by reporting and trouble or problems to Ms. Auerweck or Mr. Boehm.

#### Security and Information Rules

1. Sometimes you need passwords on our systems, but sometimes you don't. If you have a password, you have to keep it secret. You're not allowed to share it. If you forget your password, you can ask Ms. Auerweck or Mr. Boehm for help. If you learn someone else's password by accident, you have to tell that person so that they can change it. This is a very important rule.
2. When you finish using a system or computer, you have to log off. Ms. Auerweck will show you how to do this in computer class. If you need help, ask your teacher, Ms. Auerweck, Mrs. Gebhardt, or Mr. Boehm.
3. If you use the internet to post a note or a message, you have to follow the rules that your teacher or Ms. Auerweck give you about this.
4. There are programs called "viruses" which can really mess up computers and make them not work. We use programs to keep us from getting these computer viruses, but we also need your help to make sure we don't get them on our systems. If you see something funny or get a strange error message on your screen, please

ask for help. And never put a virus on school computers on purpose. Never open a message or a program that you're not sure about – ask for help if you have a question.

5. We promise to do our best to make sure our computers are safe and working as best they can. We promise to fix problems as soon as we can.

### **Unacceptable uses**

There are some things that you're not allowed to do on Christ the King School computers. You can't use school computers to break the law or to hurt people by your actions. This includes the law of the USA, the law of the State of Tennessee, the rules of the Diocese of Nashville and of Christ the King School. Here is a list of things you're not allowed to do. There may be other things that are hurtful or wasteful that are not on the list – that doesn't mean you're allowed to do them.

1. You're not allowed to hurt people by violating their rights. You're not allowed to take people's work or their ideas – this is called plagiarism, and it's lying and stealing at the same time, even if it's on the computer and it doesn't look like it really hurts them. You're not allowed to copy someone else's homework or other school work. You're not allowed to take or copy programs or videos, or photographs or drawings or music from websites or books or magazines unless you pay for it or you have the author's permission. You're not allowed to use your computer to take people's secrets or take government secrets. Some people do these things and it's really just stealing, no matter what they say to try to make it seem like it's OK.
2. You can send things a long way on the internet, but you're not allowed to send programs or information to other countries, especially countries that aren't friendly to us. There are complicated laws about this. Ask if you have questions about this.
3. You're not allowed to put computer viruses or other bad programs on school systems on purpose. If you do this, you'll have your computer privileges taken away. Same thing if you use a computer to cause damage in any way. This hurts the school's property and makes learning more difficult.
4. You're not allowed to use someone else's password or their account. You're not allowed to pretend you're somebody else.
5. You're not allowed to give out your password (if you have one) or to find out someone else's password.
6. You're not allowed to turn off any software that's used to keep people safe or keep computers free from viruses or other bad programs.
7. You're not allowed to use school systems to hurt anyone else in any way.
8. You're not allowed to use school systems to sell things or pretend to sell things to take people's money.
9. You're not allowed to use school systems to break into school or parish systems or to break into other systems on the Internet. You're not allowed to look at other people's data or information or work without their permission. Even though using computer systems is a lot like using postcards, you're not allowed to read other people's postcards without their permission. If you have questions about this, ask first before you do anything. If you don't ask and you break the rule, you will lose your computer privileges and you can get into even worse trouble.
10. You're not allowed to break a computer system to slow everybody else down or keep them from using the system. You're not allowed to use up all the paper in the printer or use up all the ink or take up all the storage space on the system or do anything to prevent other people from having their fair share.
11. You're not allowed to give out information to anybody about yourself or others, whether it's lists of information, or addresses, or phone numbers, or email addresses, or photos.
12. You're not allowed to send out spam or junk mail from school systems.
13. You're not allowed to hurt or destroy school property, the property of others, or your own property. That includes changing, or copying someone else's work, or ruining their work, or deleting it.
14. You're not allowed to use software to share or trade files with others on the internet.
15. You're not allowed to use email, chat, text messaging or instant messaging software from school without permission of teachers or the principal. This includes the use of cellphones, smartphones, other internet devices, as well as computers.
16. You're not allowed to use the school name or logo on any other webpages, websites, emails, message boards or other places on the Internet without written permission from the Principal before you do it.

17. You're not allowed to use blogs or social networking websites unless you're under the direct supervision of a teacher while you are here on campus at Christ the King. Your parents may have different rules for you at home. You're also not allowed to "friend" or make connections with teachers or staff on these sites. Teachers may use other sites that are approved by the Principal to communicate with students.
18. You're not allowed to post photos, audio clips, or videos on internet websites while you are here on the Christ the King campus. Your parents may have different rules for you at home. This includes the use of cellphones, smartphones, or other internet devices as well as computers. Teachers or the principal may allow you to use these kinds of media with their direct supervision, but you may not use them on your own.
19. You're not allowed to do anything on the computer that breaks the rules that are published in the Christ the King Student Handbook.

### **Consequences for Unacceptable Use**

This is the serious part. Because computers and computer systems can be used to hurt people really badly, if people use school systems to break the law, we will work with the police to make sure that they get the right punishment. We have to do this to be fair to everybody.

If students break minor rules, they can lose privileges to use computers or can be given a failing grade in computer class. If students break major rules, they can be expelled. If teachers or staff members break major rules, they can be fired. If others break major rules, they can lose their access to school and parish facilities.

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