



Christ the King Church and School Acceptable Use Policy Student Version – Upper Grades



The computer equipment of Christ the King School is here to make our school a better place to learn. The rules we have for using computers here are to make sure everyone can use them safely and effectively. We want to make sure that our systems are never used to injure anyone 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. Anyone who fails to follow these rules will lose their computer privileges. 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 are Christ the King School's Acceptable Use Policy. If you use the school's systems, you're required to follow these rules, which are in place to protect students, to follow relevant laws about computers in schools, 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 ask the same thing of teachers, staff, and parishioners. Please report all trouble or problems to Ms. Auerweck or Mr. Boehm.

Security and Information Rules

1. Passwords are sometimes used on school systems. Passwords must be kept secret and may not be shared. If you forget your password, you can ask Ms. Auerweck or Mr. Boehm for help. If you accidentally learn someone else's password, inform that person so that the password can be changed.
2. When you finish using a system or computer, 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 regarding internet use.
4. Programs called "viruses" can cause major problems for computers and systems. We use anti-virus programs to protect our systems, but we also need your cooperation. If you see something funny or get a strange error message on your screen, please ask for help. Never introduce a virus on school computers. 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. Please help by taking care of our systems and reporting problems when you encounter them.

Unacceptable uses

You are prohibited from using school computers to break the law or to hurt people by your actions. This includes the federal and state laws, and the rules of the Diocese of Nashville and of Christ the King School. The following is a list of uses that are specifically prohibited.

1. You're not allowed to hurt people by violating their rights. You're not allowed to take people's work or their ideas, or plagiarizing, which is lying and stealing at the same time. 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 (and file sharing programs are included here as unacceptable.) You're not allowed to use your computer to take people's secrets or take government secrets. This might sound far-fetched, but kids in other places have done these things and suffered the consequences.
2. 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, worms, prank programs or other malware 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.
4. You're not allowed to turn off security, anti-virus, or content filtering software or systems.
5. You're not allowed to use someone else's password or their account or to try to find out someone else's password. You're not allowed to pretend you're somebody else.
6. You're not allowed to give out your password (if you have one.)
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 items or to defraud others by scams.
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 view data or work without permission. If you have any questions about these issues, ask first before you do anything. If you don't ask and you break the rule, you will lose your computer privileges at a minimum and suffer more severe consequences depending on the infraction.
10. You're not allowed to modify or damage a computer system to harm network performance or deny others access to computer services. You're not allowed to consume supplies (paper, laser toner, ink,) or consume unwarranted storage space on the system, or do anything to prevent other people from having fair and reasonable access to systems.
11. You're not allowed to transmit information to anybody about yourself or others, including lists of information, addresses, phone numbers, email addresses, or photos.
12. You're not allowed to use email, chat, text messaging or instant messaging from computers or from cellphones, smartphones, or other internet- or telephone network-connected devices except under the direct supervision of a teacher or the principal while you are on the Christ the King campus. Your parents may have different rules for you at home.
13. You're not allowed to post photos, audio clips, or videos on the internet from computers, cellphones, smartphones, or other internet- or telephone network-connected devices except under the direct supervision of a teacher or the principal while you are on the Christ the King campus. Your parents may have different rules for you at home..
14. You're not allowed to send out spam or junk mail from school systems.
15. You're not allowed to do vandalism. That includes changing, or copying someone else's work, or ruining their work, or deleting it.
16. You're not allowed to use peer-to-peer file sharing software on school computers.
17. You're not allowed to use the school name or logo on any external site, webpage, email list, or social networking site or system without the prior, written permission of the Principal.
18. Students may only use blogging or social networking sites such as Facebook, MySpace, Digg, LinkedIn, Plaxo, Bebo or similar sites under the direct supervision of teachers on the Christ the King campus. Your parents may have different rules for you at home.
19. Students and teachers are not allowed to use social networking sites such as Facebook, MySpace, LinkedIn, Plaxo, Bebo or similar sites to "friend" each other or otherwise make connections. Teachers will be able to use different ways of communicating with their classes which are approved for use by the Principal.
20. 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

Because computers and computer systems can be used to harm and defraud people, we will work with the law enforcement authorities to prosecute serious wrongdoing.

Students who violate the acceptable use policy can be expelled. Lesser violations can result in loss of computer privileges and/or failure in computer class. Teachers and staff members can be fired for violating the acceptable use policy. Other violators can lose their access to school and parish facilities.

Last reviewed July 27, 2010. Version history available on full version of policy.