

# Our Lady of the Presentation Technology Code of Conduct And Usage Agreement 2008-2009

## Our Lady of the Presentation Code of Ethics in Technology

### Introduction

With the wealth of information that the Internet provides, there is content and situations that are inappropriate for children. Students can come in contact with obscene or adult pictures and language, they can buy products, they can gamble, and they can communicate with strangers. Our Lady of the Presentation (OLP) has instituted this *Code of Ethics* for all students to follow throughout their technology use. In addition we will use filter software.

### Ethical Mission

The moral and ethical issues involving the use of worldwide information systems (Internet and web) deal with the appropriate access to information, the type of information, and the behavior of the user. Our Lady of the Presentation wants to provide our students with a stimulating educational environment, but at the same time, we want to protect students from information that is not appropriate for them.

### Standards of Ethical Conduct

Ethics are standards of behavior, a "norm", that serve as a guide or pacesetter for our responses to, and relationships with others. This covers a variety of areas including our decision-making, actions, and intentions for all facets of living. **Maintaining an ethical standard involves a standard of integrity, morality, confidentiality, responsibility, regularity of practice (consistency), dependability, etc.** Ethics and morals are the foundation and fabric of our society and our faith. They help to establish the practices and procedures and governing operational policies that each individual functions by, teaches by, learns by, and lives by. They are *not* goals to be strived for; they *are* rules of conduct that should not be violated.

### Our Lady of the Presentation acknowledges that:

It is the desire of Our Lady of the Presentation's Administration and Faculty to not only address the appropriate use of technology with students, but to ensure the levels of comprehension as to the "why's" and "why not's" involved in technology use in our schools. This includes the understanding and education in issues of proper attitudes, behaviors, and uses that are consistent with Our Lady of the Presentation's purpose and to partner with parents to provide a high quality learning experience for all OLP students. It is the conviction of the leadership of Our Lady of the Presentation that this education begins with a commitment to be responsible for one's own actions. It must begin with

educating users of technology and the conduct expectations held by Our Lady of the Presentation.

**As a user of Our Lady of the Presentation' technology, I acknowledge:**

- That I will participate in a process of education including acknowledgement and awareness of computer and web ethics as a beginning point for use of any such technology at Our Lady of the Presentation.
- That I understand that the policies of Our Lady of the Presentation includes training that introduces technology use, application, terminology, infringements and the penalties associated with them, and guidelines for meeting the expectations of Our Lady of the Presentation Schools with regard to copyright laws, plagiarism, and Internet use. This training will address the rights of the users and the responsibilities that come with technology use.
- That I will be required as a future user of technology to participate in and complete a brief quiz before commencing use of any technology systems at Our Lady of the Presentation.
- That upon completion of this course, participants will receive a completion certificate, "Approved User" card, and will be eligible, with signed application and consent forms, to use school systems in a manner that reflects their accepted responsibility. All users will agree and be subject to the components stated within the Acceptable Use Policy of Our Lady of the Presentation.
- Training programs for students should include (1) information and awareness of potential resources, including consequences of irresponsible use, (2) hands-on methods so that users know how to search for and retrieve information efficiently, (3) evaluation of sources, (4) proper citation methods, (5) appropriate and polite use of the Internet (Netiquette), and (6) responsible use of limited resources.

**As a result of my participation and acceptance of responsibility to Our Lady of the Presentation School and fellow users of technology, I will:**

- To the best of my ability, protect the privacy and confidentiality of others by adhering to all rules for use posted in classrooms and stated in the **Acceptable Use Policy**.
- Support and abide by all laws (state and federal) to the best of my abilities, dealing with copyright, plagiarism, and "intellectual property" as defined.
- Acknowledge that all hardware and software is the property of OLP; use of its network, computers, hardware and software are with the express permission of Our Lady of the Presentation.
- Not engage in any Internet searches deemed inappropriate for school use, not quote the work of another as my own, and not pass on confidential information entrusted to me by

another, without their express permission.

- Not withhold information about any abuses of the technology owned by Our Lady of the Presentation. I will communicate such info to appropriate authorities immediately.
- Not use any technology owned by Our Lady of the Presentation to engage in activities for personal profit. This includes accessing of websites that are outside the scope of the curricular activities of Our Lady of the Presentation.
- Use all communications that follow the established rules for netiquette and I will not participate in conversations, correspondences, or activities via Our Lady of the Presentation technology that violates them.

## **OUR LADY OF THE PRESENTATION Acceptable Use Policy**

### **Permission/Acknowledgment Form 2008-2009**

**Our Lady of the Presentation** desires to provide the opportunity for all students to research and access information and communication via a computer for e-mail (if available) and use of the Internet. It is also our desire that all parents be informed as to what this entails and provide such access to students with parental permission only. **All Internet capable computers have been equipped with an age appropriate filter that will not permit access to inappropriate or unacceptable sites.** The software used by Our Lady of the Presentation is Chaperon ([www.cornerpost.net](http://www.cornerpost.net)) which filters many different categories including objectionable language, sex, explicit and questionable art/photos, hate/intolerance items, and a number of settings the school can select. While Our Lady of the Presentation will monitor use by its students and staff, and while programming is installed on every computer for filtering purposes, students sometimes choose to misdirect their energies by searching for inappropriate materials. Parents and guardians of minors should discuss expectations and standards for use with their children prior to signing this consent form. Attempts to access blocked content are logged and e-mailed to Network Administrators and the Principal, Mrs. Briggs. Students are expected to comply with all school and classroom policies and standards for use of property, including computers and Internet access, as they would any other property of Our Lady of the Presentation. Individual student conduct is expected to be maintained in an appropriate manner as determined by the teacher and Our Lady of the Presentation. Students are to obtain permission to print materials from staff. Use of computers, network, Internet, etc. is a privilege, and as such can be terminated or suspended for misuse at any time. Information accessed, sent or read on any Our Lady of the Presentation' systems is public in nature and students are advised never to access or participate in any materials or activities on these systems that they would not want parents or teaching staff to access. Chat rooms are off limits for all students. Like other items of property on loan to students, such as lockers, school administration reserves the right to insure student appropriate use by inspection. No students will be permitted to copy programming from or on to any Our Lady of the Presentation computer. **Copyright laws state that this is a crime with strict consequences for abuse. This**

**includes written work from Internet sources, other students, software, shareware, freeware, music, or other materials.** No student of Our Lady of the Presentation shall engage in activities that include inappropriate materials or language (no profane, abusive or impolite language should be used to communicate). In addition, materials that are not in line with the rules of school behavior should be avoided as well. *If such materials are encountered by accident, the following should take place immediately: 1) shut monitor off immediately and do not turn back on; 2) raise hand and report to teacher quietly.* We want your child's technology experience and training to be a positive one. We believe that all students need to be technology literate and that it is a tool that enhances their classroom learning. Understanding the guidelines will help this happen for all Our Lady of the Presentation students and staff.

## **A MOMENT TO REVIEW – MY COMMITMENT**

### **Student Agreement Form**

*My commitment as a student at Our Lady of the Presentation is as follows, and I do hereby agree that:*

- I will not use a computer to take other people's work as my own. This is *plagiarism* and is illegal.
- I will not damage the computer or the network in any way. This is vandalism and is illegal.
- If by accident, I encounter materials which are inappropriate or offensive, I will shut off the monitor immediately, and will notify the teacher or adult present.
- I will not install any programming onto any computer, network, or system of this school. This includes music, video clips, software, shareware, and freeware.
- I will not view, send, or display offensive messages or pictures.
- I will get permission from the teacher in charge before printing any materials.
- I will not share my password with any other person.
- I will not trespass in another's folders, work, or files.
- I understand that I alone am accountable for my actions and will lose privileges if any of the above *Acceptable Use Policies* are violated.
- I have read the entire *Acceptable Use Policy* and understand the penalties for not following the rules.

---

Student Signature Date

(Return to Student's Teacher – retained for duration of school year)

**Parent/Student  
Parent Acknowledgement/Permission Form**

As a parent/guardian of \_\_\_\_\_, a student at Our Lady of the Presentation, I acknowledge that I have read all of the above information about the appropriate use of the computer system including use of the Internet at Our Lady of the Presentation. I understand that the same guidelines and protections are available for use on home computers as well. I understand and acknowledge that my student has read and signed the *Student Agreement Form* and that both the signed Parent Acknowledgement/Permission Form and the signed Student Agreement Form will be kept on file at the school. My child and I have discussed the expectations for use and the consequences for abuse as outlined in this agreement. My child may use e-mail (when available) and the Internet while at school according to this agreement and statement of rules for use. I understand that Chaperon filter and blocking software is active on all computers that my child will be using. My child understands that this is for their protection and is not to be disabled or circumvented in any way.

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

(Return to Student's Teacher – retained for duration of school year)

# Student's Technology Code of Ethics

## I WILL

- Use the Internet to visit new places, museums, historical events, and learn more about the world.
- Use good judgment in visiting appropriate sites.
- Respect other people's privacy.
- Leave a website that makes me feel uncomfortable or that may be inappropriate.
- Be courteous and respectful in my messages to others.
- Use appropriate language.
- Use good judgment if inappropriate materials appear on the computer monitor, and make it my first (and immediate) action to shut off the monitor. The second action is to raise my hand and report to the teacher.

## I WILL NOT

- Give out personal information on the web.
- Read other people's email.
- Communicate with people in unauthorized chat rooms.
- Steal or illegally copy programs or works that are copyrighted.
- Break or hack into computers or reengineer programs.
- Copy work from someone or somewhere else and pretend that it is mine. (I will not plagiarize.)
- Illegally post or distribute copyrighted works.
- Attempt to break through firewalls or filtering software.
- Visit websites that contain pornography, violent, or illegal behavior.
- Trespass into others' files or work.
- Use others' passwords.
- Post private information about another person.
- Swear, use vulgarities, or any other inappropriate language.

## My Commitment

I am a responsible technology user in the Our Lady of the Presentation, and I promise to adhere to all policies, codes, and laws.

Signature \_\_\_\_\_ (Approved User)

(Return to Student's Teacher – retained for duration of school year)

# Technology User Quiz

True/False

- \_\_\_\_\_ I can use the Internet to visit new places, museums, historical events, and learn more about the world as directed by teachers.
- \_\_\_\_\_ It is important to use good judgment in visiting appropriate sites.
- \_\_\_\_\_ The language and conduct I use represents the Lord and the School.
- \_\_\_\_\_ I am to open and view only my folders and files.
- \_\_\_\_\_ I can read anything that is on the computers, even if it is not mine.
- \_\_\_\_\_ Entering or participating in chat rooms is an approved activity.
- \_\_\_\_\_ It is acceptable to copy programs or works that are copyrighted as long as they are for school use.
- \_\_\_\_\_ It is not appropriate or permitted to disable the filter software.
- \_\_\_\_\_ I can store papers and projects on the school computers.
- \_\_\_\_\_ Using information I find on the web in a report as my own work is OK.
- \_\_\_\_\_ I cannot add any programs to the school computers (even freeware, shareware, music, sounds video or art).
- \_\_\_\_\_ If I come across inappropriate material, I can continue to view it until a teacher is made aware of it.
- \_\_\_\_\_ I am to get permission from the teacher before printing any materials.
- \_\_\_\_\_ If I forget my password, I can log on with a friend's passwords.
- \_\_\_\_\_ I can surf the Internet for personal use during class time.
- \_\_\_\_\_ All information I find on the Internet is fair game and free to claim as my own.
- \_\_\_\_\_ I can share my password with any one I choose to.
- \_\_\_\_\_ I will get permission from the teacher in charge before printing any materials.
- \_\_\_\_\_ If inappropriate materials appear on the computer monitor, my first (and immediate) action should be to shut off the monitor. The second action is to raise my hand and report to the teacher.