

**Immaculate Conception School  
726 So. Shamrock Ave.  
Monrovia, CA 91016  
(626) 358-5129**

## **Archdiocese of Los Angeles**

### **Guidelines For Use Of Electronic Communication Systems and Devices**

*The following guidelines apply to all electronic communications systems which include, but are not limited to, electronic mail, voice mail, facsimile machines, stand-alone or networked computers, the Intranet, the Internet and the World Wide Web, and to electronic communication devices of any kind (for example, phones, computers, audio and video equipment, and iPods, MP3 players, wireless devices), including those which students bring with them from home to school.*

*Parents are required to explain these policies to their child/ren, including primary grade students. By signing this document, parents and students are agreeing to abide by the guidelines and policies listed below.*

### **Guidelines for Use of School Computers, Related Electronic Communications Systems and Other Electronic Communication Devices:**

- All school electronic communication devices, all school computers and related electronic communication systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- Students may only use the system at school under the direct supervision of a staff member. During school hours while on school premises, students may not use any electronic communications devices that they bring from home without direct approval of a staff member and under direct supervision of a staff member.
- Where pertinent and approved, students may create e-mail messages on school computers for posting on school approved sites. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- Any files downloaded from the Internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal.
- If approved by the principal, students may create personal web pages on the school's computer system for posting on approved sites. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.

- Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.
- The school will not be responsible for continually supervising or monitoring every communication and Internet session for every student.

**Students using school computers and/or related electronic communications systems and/or electronic communication devices may not:**

- Violate any school conduct or educational rules.
- Engage in conduct that does not accord with the teachings of the Roman Catholic Church.
- Post personal contact information about self or others without specific teacher oversight. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc.
- Agree to meet with someone they have met online without their parents' approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend a reasonable person or organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
- Upload, download, view or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated substances and goods.
- Employ the network for commercial and/or or political lobbying purposes.
- Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or illegal, improper discrimination towards others.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.
- Alter, without authorization, the start up screen or the desktop, or download applications that will subvert these functions.
- Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- Re-post a message that was sent privately without permission of the person who sent the message.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.

- Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
- Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate FCC rules or policies.
- Use computer systems for the design, development, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.

## **Guidelines for Use of Computers or Personal Electronic Communication Devices:**

**We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communications among students outside of school or in school using personal electronic devices, may subject the student to disciplinary action.**

### **Students may not:**

- Threaten the safety or reputation of the school, its staff or students.
- Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc.
- Use obscene, defamatory, disruptive language toward or about any school personnel, teachers or students.
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or students.
- Send comments, text or images to school personnel, teachers, or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or disability.
- Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.

### **Consequences for violating any of the above guidelines:**

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- Involvement of law enforcement agencies.

## Parent Conduct

- Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.
- The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

### **CONSENT:**

As the parent or legal guardian of the student signing above, I grant permission for this child to access the Internet and the school's networked computer services. I understand that individuals and families may be held liable for violations. I accept responsibility for guidance of Internet setting and use. I will convey to my child and comply with school standards regarding selecting, sharing or exploring information and media on the Internet.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Name of Student: \_\_\_\_\_ Grade: \_\_\_\_\_

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

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