



Santa Barbara Catholic School Acceptable Use Policy

This document contains the Acceptable Use Policy for your use of the Santa Barbara Catholic School Computer System. The Santa Barbara Catholic School Computer System consists of, but is not limited to, all computers in the school and any software running on them, including Internet access.

A. Educational Purpose

1. The Santa Barbara Catholic School Computer System has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
2. The Santa Barbara Catholic School Computer System has not been established as a public access service or a public forum. Santa Barbara Catholic School has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the Student Handbook and the law in your use of the Santa Barbara Catholic School Computer System.
3. You may not use the Santa Barbara Catholic School Computer System for commercial purposes. This means you may not offer, provide, or purchase products or services through the Santa Barbara Catholic School Computer System.
4. You may not use the Santa Barbara Catholic School Computer System for political lobbying. But you may use the system to communicate

with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. All students will have access to the Internet and the World Wide Web information resources through their classroom, library, or school computer lab.
2. Students may obtain an individual e-mail account with the approval of their parent and computer teacher.
3. If approved by your parents, you may create a personal web page. All material placed on your web page must be pre-approved in a manner specified by the school. Material placed on your web page must relate to your school and career preparation activities.

C. Unacceptable Uses

The following uses of the Santa Barbara Catholic School Computer System are considered unacceptable:

1. Personal Safety

- a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b. You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a. You will not attempt to gain unauthorized access to the Santa Barbara Catholic School Computer System or to any other computer system through the Santa Barbara Catholic School Computer System or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. You will not use the Santa Barbara Catholic School Computer System to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of person, etc.

3. System Security

- a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b. You will immediately notify a teacher or the Systems Administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c. You will avoid the inadvertent spread of computer viruses by using storage devices (e.g. USB drives, external hard drives, discs, etc.) approved for school use by your computer teacher and asking for the computer teacher's permission before you download files from the Internet.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- b. You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c. You will not post information that could cause damage or a danger of disruption.
- d. You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a. You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. You will not post private information about another person.

6. Respecting Resource Limits.

- a. You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities.
- b. You will not download large files unless you obtain permission from your computer teacher.

c. You will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.

d. You will subscribe only to high quality discussion group mail lists that are relevant to your education or career development.

7. Plagiarism and Copyright Infringement

a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

b. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions ask a teacher.

8. Inappropriate Access to Material

a. You will not use the Santa Barbara Catholic School Computer System to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

b. If you mistakenly access inappropriate information, you should immediately tell your teacher. This will protect you against a claim that you have intentionally violated this Policy.

c. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. Santa Barbara Catholic School fully expects that you will follow your parent's instructions in this matter.

D. Your Rights

1. Free Speech

The Santa Barbara Catholic School Computer System is considered a limited forum, similar to a school newspaper, and therefore Santa Barbara Catholic School may restrict your speech for valid educational reasons. Santa Barbara Catholic School will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure.

a. You should expect only limited privacy in the contents of your personal files on the system. The situation is similar to the rights you have in the privacy of your locker.

b. Routine maintenance and monitoring of the Santa Barbara Catholic School Computer System may lead to discovery that the you have violated this Policy, the Student Handbook, or the law.

c. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy, the Student Handbook, or the law. The investigation will be reasonable and related to the suspected violation.

d. Your parents have the right at any time to request to see the contents of your e-mail messages, and personal web page (including your accounts in Facebook, Twitter, Instagram, Tumblr, and similar social sites).

3. Due Process

a. Santa Barbara Catholic School will cooperate fully with local, or state officials in any investigation related to any illegal activities conducted through the Santa Barbara Catholic School Computer System.

b. In the event there is a claim that you have violated this Policy or Student Handbook in your use of the Santa Barbara Catholic School Computer System, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before the school's disciplinary board.

c. If the violation has been established, then your access privileges may be revoked and school disciplinary or appropriate legal action taken.

E. Limitation of Liability

Santa Barbara Catholic School makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect. Santa Barbara Catholic School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. Santa Barbara Catholic School is not responsible for the accuracy or quality of the information obtained through or stored on the system. Santa Barbara Catholic School will not be responsible for financial obligations arising through the unauthorized use of the system.

F. Personal Responsibility

When you are using the Santa Barbara Catholic School Computer System, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about same as they are in the real world.

But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

F. Student Account Agreement

Copy and paste the text after the dotted line into your email program.
Email it to your child’s computer teacher:

Kinder - 1st Grade:
(Mrs. Cecilia Padios): padiosc@sbc.edu.gu

2nd Grade - 8th Grade:
(Mr. Joel Suplido) suplidoj@sbc.edu.gu

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To whom it may concern:

I have read the Santa Barbara Catholic School Acceptable Use Policy. 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 Santa Barbara Catholic School Computer System, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Santa Barbara Catholic School Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue e-mail and personal web page accounts for my child. I also give permission to have my child’s picture and likeness to be posted on the school’s web pages and on my child’s personal web pages.

Signed:

Child’s Name and Class: