

J. E. Cosgriff Memorial Catholic School

Policy for Acceptable Use of Internet 2010-2011

The Internet is a tremendous resource for our children and staff at J. E. Cosgriff Memorial Catholic School and gives them access to the rest of the world and to a vast information system. At the same time, we recognize that the Internet can provide access to some material that is not of educational value for a Catholic school and may be inappropriate, offensive, or obscene. We believe our children need to and can learn to use this resource in an appropriate manner to enhance their learning experience. J. E. Cosgriff Memorial Catholic School has taken steps to restrict access to controversial materials; however, it is impossible to control access to all materials. Therefore, it is important that both students and parents read, understand and sign this *Policy for Acceptable Use of Internet*.

Terms and Conditions of this Policy

- 1) **Acceptable Use** - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of this network must be in support of education and research and consistent with the educational objectives of J.E. Cosgriff Memorial Catholic School. The use of computers are restricted to the activities as set forth by the teacher.
- 2) **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and principal will deem what is inappropriate use and their decision is final.
- 3) **Inappropriate Use** - The following are deemed inappropriate uses of the Internet at J.E. Cosgriff and are subject to suspension from the use of computers if administrators highly suspect or have concrete evidence that such violation occurred:
 - a. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
 - b. Swearing, use vulgarities or any other inappropriate language while communicating on a computer or verbally in the computer lab.
 - c. Making threats to other students/staff over the Internet or verbally in the computer lab.
 - d. Viewing inappropriate materials such as pornography, communicating with any other person over the network, and use of "Instant Messaging" or "Social Networking" sites are strictly forbidden. This includes, but is not limited to the use of Facebook, MySpace, Google Chat, MSN Messenger, Yahoo Instant Messenger, AOL/AIM Instant Messenger and Meebo.
 - e. Viewing any websites that are not directly related to the assignment as given.
 - f. Revealing your personal information, such as name, address, or phone numbers over the Internet.
 - g. Downloading any programs, games, and music are strictly forbidden.
 - h. The use of e-mail for any purpose other than the saving/transferring files to one's own e-mail account.
 - i. Any malicious attempt to harm or destroy data of another user or computer equipment within the lab. This includes, but not limited to, the uploading or creation of computer viruses or hacking computers/networks, and accessing other students' files.
- 4) **Suspension** – Students are subject to suspension from the use of computers if teachers and/or administrators suspect or have concrete evidence that such inappropriate uses have occurred.

1st Offense: Student will be accompanied by their parent/guardian during computer class for a specified amount of time as deemed appropriate by school administration.

2nd Offense: Student will be removed from computer classes for the rest of the current school year and will not be allowed to access any computer within J.E. Cosgriff.

- 5) **Students are subject to immediate expulsion from J.E. Cosgriff if caught viewing pornographic material.**

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Computer Class Disclosure Statement 2010-2011

Class Expectations

Students are expected to come to class prepared and ready to learn. They should participate in class discussions and activities and show respect to their classmates and teacher by practicing good listening skills and conscientious work habits.

Students are expected to follow class and school rules and show good stewardship in the use of computer equipment.

Class Objectives

Upon graduation from J.E. Cosgriff students should be able to complete the following:

1. Demonstrate proper startup and shut down procedures for the computer.
2. Identify major hardware components and know their purposes.
3. Touch type at a sustained rate of 30 words per minute.
4. Understand the use of files, folders, and windows.
5. Integrate data from/to a word processor, spreadsheet, and/or database.
6. Design a web page layout.
7. Add text, clip art, graphs, audio, and video clips to a multimedia presentation.
8. Perform basic and advanced tasks using Microsoft Office Word, PowerPoint, Excel, and Publisher.
9. Demonstrate an understanding of copyright by citing sources of copyrighted materials in papers, projects, and multimedia presentations.
10. Understand how the Internet works and how to retrieve information from it.

Computer Lab Rules

1. Handle ALL EQUIPMENT properly and with respect.
2. Act appropriately at all times and be courteous to others.
3. No gum, food, or drinks in the lab.
4. Stay at your assigned computer.
5. Talk only when necessary and then quietly so you don't disturb others.
6. Don't waste time! – Yours or your friends.
7. Visit only approved or appropriate Internet sites for your assignments.
No "Surfing the Net."
8. Do not make any changes to your computer settings. (This includes desktop, screen saver, etc.)
9. Students are required to sign and follow the "Policy for Acceptable Use of Internet."
10. Follow directions and instructions from the teacher and aides at all times.

Classroom Rules

1. Listen to instructions the first time they are given.
2. Stay in your seat unless you have permission to move.
3. Keep hands, feet, and objects to yourself.
4. Raise your hand and wait for permission to speak.
5. Stay on task!

Course Materials

Please bring the following to each class:

- Paper
- Pencils/Pens
- 1 512MB or greater USB Flash Drive
Optional
- One “pocketed” folder for homework
(Grades 6-8 only)

Assignments

The majority of computer assignments, exercises, and projects are designed to be completed in class. However, due to the scheduling of this class, there will be worksheets, practice exercises, and projects that will be done at home as homework. If the student does not have computer access at home please let Mrs. Sloan know so that proper arrangements can be made.

Make Up Policy

Assignments missed due to excused absences are due by the **next date of class (usually 1 week)**.

Late Work

Late assignments will only be accepted within **one week** of the due date and will be marked down one full letter grade. Assignments turned in after this period will receive no credit.

Grading System

Students are graded on completion and accuracy of their classroom assignments, homework, and following Computer Lab Rules.

Students in 1st – 3rd Grades will be graded based on the following approved grading system:

C = Commendable

S = Satisfactory

N = Needs Improvement

For sub-categories in any major subject:

+ = Shows Improvement

✓ = Experiencing Difficulty

Students in 4th – 8th Grades will be graded based upon the following approved grading system:

A 95-100 Excellent

A- 92-94

B+ 89-91 Very Good

B 86-88

B- 83-85

C+ 79-82 Good

C 75-78

C- 71-74

D+ 69-70 Below Average

D 67-68

D- 65-66

F Below 65 Failing

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Computer Class Disclosure Statement**
2010-2011

REQUIRED SIGNATURES

STUDENT

I understand and will abide by the provisions and conditions of this agreement. I understand that any violation of the above provisions may result in the revocation of my privileges and appropriate disciplinary action. I agree to report any misuse of the information system to my teacher.

Your Name (please print) _____

Your Grade _____

Your Signature _____

Date _____

PARENT OR GUARDIAN

As the parent or guardian of _____, I have read this agreement and understand that access to electronic information is designed for education purposes. I understand that it is impossible for J. E. Cosgriff Memorial Catholic School to electronically restrict all controversial materials, and will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the information system. I understand that my child's violation of this policy may result in disciplinary action deemed appropriate by the school administration or the civil authorities.

I hereby give my permission for my student to access on-line services at J. E. Cosgriff Memorial Catholic School.

Parent or Guardian (print) _____

Your Signature _____

Date _____

Email Address _____

(For school communication only. Will not be disclosed to 3rd parties.)