

ST. JOSEPH SCHOOL
401 E. Kellett Street
Martinsburg, MO 65264-2011

573-492-6283

August 23, 2017

Dear St. Joseph School Parents:

The students of St. Joseph School are given the opportunity to expand their learning opportunities online. However, the Diocese of Jefferson City requires that before a student can access the Internet, in a school in the Diocese, that he/she must read the Student Internet Usage Agreement and sign the agreement form. This agreement can be found on the St. Joseph Parish website at stjosephmb.org and also available upon request from the school office.

Internet usage will be presented to the students at school at a level appropriate to their understanding. Please read and discuss the Internet Usage agreement with your child. It is lengthy and a bit legal, but the safety of your child and the security of the school computer system are important issues.

We realize that younger students will not understand all the information, but with your help we want them to realize they are making an important promise to the school.

Your child will not be able to go online at school until the agreement form on the back of this letter has been signed by the student and a parent/guardian. Each child will have his/her individual contract.

Thank you for your cooperation.

Sincerely,

Randall A. Struck
Principal

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INTERNET USAGE AGREEMENT
(Acceptable Use Policy)

The reason to use the Internet at St. Joseph School, Martinsburg, is to promote educational excellence by facilitating resource sharing, innovation, collaboration, and communications. Although there is material of questionable value or controversial content available on the Internet, the educational benefits of access to its resources outweighs the risks. Access to the Internet is an unparalleled opportunity to interact with the world at large.

The opportunity brings with it a number of responsibilities. In order to use the computer services over the St. Joseph School Internet network, you must read the following information and sign the Internet Usage Agreement that follows.

1. The use of the St. Joseph School Internet is a privilege that may be revoked by the administration of the network at any time for abusive or inappropriate conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system, accessing another person's files or e-mail, and the use of obscene, abusive, or otherwise objectionable language or images in either public and private files or messages.
2. St. Joseph School reserves the right to inspect any material stored in files to which users have access and will edit or remove any material that the school staff, at its sole discretion, believes to be objectionable. Users of the network will not obtain, view, download, or otherwise gain access to potentially objectionable materials. This includes text materials, video images, or sound files that may be considered objectionable.
3. The St. Joseph School Internet connection is provided primarily for educational purposes under the direction of the school staff. Users shall not use the Internet for the purpose of plagiarism. The Internet will not be used for any purpose not sanctioned by a staff member. Non-educational use may be limited at any time by a St. Joseph staff member.
4. Information services and features contained on the St. Joseph School network are intended for the private use of its patrons. Any commercial or other unauthorized use of these materials, in any form, is expressly forbidden.
5. Information contained on the St. Joseph School network is placed there for education or general information purposes, and is in no way intended to refer

to, or be applicable to, any specific person, case, or situation.

6. St. Joseph School does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error-free or uninterrupted nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
7. Any changes made to a computer will be done by a St. Joseph School staff member. Installation of any software (especially games, screen savers, etc.) without the permission of a staff member is considered a violation of this portion of the agreement and will result in immediate suspension of computer privileges.
8. Users may not harm or destroy St. Joseph School computer equipment, or the data of another user, or change network configuration settings. This includes creating or spreading computer viruses.
9. Users will abide by existing Federal and State laws in force regarding electronic communications, copyrighted materials, threatening material, or any protected trade laws. This includes accessing information without authorization, giving out passwords, or causing a malfunction. Violations will be reported to law enforcement officials.
10. E-mail will be sent and received only through teacher e-mail accounts. Users will not receive or send e-mail from personal e-mail accounts on the St. Joseph School network. Chat rooms will not be accessed through the St. Joseph School network.
11. Students may use electronic reading devices, such as Nook, Kindle, Kindle Fire, etc. but may not download books or access the internet at St. Joseph School.
12. Under the supervision of a St. Joseph School staff member, students may access internet games.
13. In addition to the above, the school and/or diocese can take disciplinary action against any student who, **either within or outside school hours and/or on or off school grounds, uses technology to defame, bully, or assault the character or being of the school, diocese, any of its employees and/or students. This includes any such negative postings**, verbal or pictorial, on such websites as MySpace, Facebook, YouTube, etc.
14. If a user violates these guidelines, the person will be barred from the use of the Internet and/or be referred to the Principal for disciplinary actions. Violation could result in restitution and suspension or expulsion depending on severity.

SPECIFIC GUIDELINES FOR USE OF ST. JOSEPH COMPUTERS/LAPTOPS

1. Laptops are to be placed on a desk or table, not in on a lap or the floor.
2. Screens/monitors are not to be obstructed from the teacher's view.
3. Students may not change the desktop display (color, font, etc.).
4. Any time spent on the computer must be education related.
5. Students may not check e-mail, Facebook, etc.
6. Students are to report any issues with the laptop to the teacher immediately, especially if there is questionable content on the screen.

