

# Diocese Schools Internet Use Policy

1. The computers and network resources across the Roman Catholic Diocese of Boise are there for the good works of the Diocese and its associated entities. Children's access to the internet and related resources is of special concern. The Diocese of Boise wants to ensure that policies and procedures are in place that governs internet use, applications and tools. We have adapted the following Children's Internet Protection Act (CIPA) requirements as our policy guideline for the Diocese. As a Diocese we will:
  - a. To the maximum extent possible, prevent access by minors to inappropriate matter on the Internet.
  - b. Work to ensure the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications.
  - c. Seek to prevent unauthorized access, including so-called "hacking," and other unlawful activities by minors online.
  - d. Endeavor to prevent unauthorized disclosure, use, and dissemination of personal information regarding minors.
  - e. Implement measures restricting minors' access to materials harmful to them.
2. The following policies apply to all Catholic Schools in the Diocese:
  - All schools are required to have the following:
    - A commercial internet content filter in place and in use that screens students from inappropriate internet content.
    - A published internet and computer use policy. A generic policy form for use by the schools is at appendix A.
    - Current written consent from the parents or guardians of students accessing the internet and/or using school sponsored email. A generic consent form for use by the schools is at appendix B.
    - If a school uses Google Apps for Education, Microsoft Office 365 or like solution the school must ensure CIPA and HIPAA compliance either through written agreement with the provider or other means. If a written agreement includes specific implementation guidelines, these must be followed. Information that includes SSN, Date of Birth and/or medical information should not be emailed or saved to a "cloud" drive if using non-HIPPA certified "cloud" solution.
    - Schools allowing students to access the internet should include in their curriculum at the beginning of the school year a learning component that covers appropriate use of computers, the internet and social media as well as the consequences of violating the associated rules
  - Schools are required to comply with this policy. Failure to comply with this policy makes the school and its administration liable for any issues arising from non-compliance. If you have questions, please contact the IT Department for the Diocese.

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## \_\_\_\_\_ Catholic School Internet – Acceptable Use Policy

Use of the Internet is a **privilege, not a right**; inappropriate use will result in a cancellation of this privilege. When using a computer at \_\_\_\_\_ Catholic School, you agree to the following policy:

### Responsible and ethical uses of the Internet resources include the following:

- Using the electronic information resources at \_\_\_\_\_ Catholic School in a responsible manner, consistent with the educational and informational purpose for which they are provided.
- Not using the Internet for any unauthorized, unethical, or illegal purpose.
- Respecting the privacy of others by not misrepresenting oneself as another user.
- Not attempting to modify or gain access to files, passwords, or data belonging to others.
- Not seeking unauthorized access to any computer system or damaging or altering software components of any network or database.
- Not sending receiving or displaying text or graphics which may reasonably be construed as obscene.
- Not making any changes to the setup or configuration of the software or hardware.

### Internet User Agreement

\_\_\_\_\_ Catholic School users will not participate in unauthorized chat groups, forums or other non-school related collaboration sites while on school computers.

Any student found to be disclosing disseminating, or using personal identification information of a minor in an unauthorized manner will be reported to the appropriate law enforcement agencies. This person will also be prohibited from further use of computers while attending \_\_\_\_\_ Catholic School.

Misuse or abuse of the computer or the Internet access will result in the suspension of computer privilege.

If unacceptable use occurs after fair warning by staff, a student's Internet privileges will be taken away. The following minimum guidelines will be used:

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|-----------------------|--|
| <b>First offense</b>  | 2 week suspension of computer privileges   |
| <b>Second offense</b> | 4 week suspension of computer privileges; parent\guardian notified   |
| <b>Third offense</b>  | Loss of computer privileges for a period of time determined by the student's teacher, parent \ guardian, and \or the school principal. |

**Disclaimer:** \_\_\_\_\_ Catholic School is not responsible for the validity or reliability of the information found on the Internet. Users are cautioned that the accuracy, completeness, and timeliness of information found on the Internet vary widely.

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## Parental/Guardian Consent Form

Please keep the **Internet – Acceptable Use Policy** for future reference and return this page of the agreement to the school office. This agreement must be signed by both the applicant and, the parent\ guardian before access to the Internet will be granted.

I have read the rules concerning Internet Access and agree to abide by them. I understand that failure to comply with any of the rules may result in the suspension or termination of Internet access privileges, depending on the severity of the offense. Legal action may take place in the case of breach of file security or where action violates local, state or federal rules, laws or regulations. I will not hold \_\_\_\_\_ Catholic School or the Roman Catholic Diocese of Boise responsible for anything arising from my child's utilization of the Internet at the school.

Name of applicant (please print) \_\_\_\_\_

Signature of applicant \_\_\_\_\_

Date \_\_\_\_\_

### The parent or guardian of a user under the age of 18 must complete the following:

I have read the rules concerning Internet access. I understand that my child's failure to comply with any of the rules may result in the suspension or termination of Internet access privileges, depending on the severity of the offense. Legal action may take place in the case of breach of file security or where action violates local, state or federal rules, laws or regulations.

I hereby grant \_\_\_\_\_ School permission to provide Internet access to my child as part of their learning experience. I will not hold \_\_\_\_\_ Catholic School or the Roman Catholic Diocese of Boise responsible for anything arising from my child's utilization of the Internet or email at the school.

Parent \ guardian name (please print)  
\_\_\_\_\_

Signature of  
parent\guardian \_\_\_\_\_

Date \_\_\_\_\_