

*P*resentation of the *B*lessed Virgin Mary

CATHOLIC SCHOOL

Internet Safety
&
Acceptable Use Policy

"The Church sees these media as 'gifts of God' which, in accordance with his providential design, unite men in brotherhood and so help them to cooperate with his plan for their salvation."
- Pope Pius XII, *Miranda Provisus*, 1957

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Preamble

In partnership with its families, Presentation of the Blessed Virgin Mary (PBVM) Catholic School strives to produce well-rounded individuals rooted in the truths of the faith and the educational scholarship needed to prosper in the worldwide community. PBVM Catholic School recognizes that such scholarship in these modern times is aided and strengthened by the responsible use of technology, namely, the internet. For this reason, PBVM Catholic School offers access to the school computer network and designated internet access in order to further the educational goals and objectives of the school. Internet access will enable students to explore thousands of libraries and databases while exchanging information worldwide. However, PBVM Catholic School also recognizes with the Pontifical Council for Social Communications that though *The Internet is being put to many good uses now, with the promise of many more, but much harm also can be done by its improper use.*¹

In its *Ethics in Internet* and *Ethics in Communications*, the Pontifical Council for Social Communication noted the internet has the power to both build up the human person and his community as well as the power to break them down:

*It allows individuals to indulge in anonymity, role-playing, and fantasizing and also to enter into community with others and engage in sharing. According to users' tastes, it lends itself equally well to active participation and to passive absorption into 'a narcissistic, self-referential world of stimuli with near-narcotic effects'. It can be used to break down the isolation of individuals and groups or to deepen it.*²

Yet, PBVM believes, with the mind of the Church, that the benefits to students from Internet access, namely information resources and opportunities for collaboration, exceed the potential disadvantages. Thus, PBVM Catholic School has as the goal of the following *Acceptable Use Policy*, the guidance necessary for the PBVM student to make responsible use of the internet in seeking all that is true, good, and beautiful. The purpose of such a policy is to assure that the internet is used as a tool to seek the Truth which will set man free, and to protect against the opposite outcome of being enslaved by its accessibility.

The *Acceptable Use Policy* was designed in light of the teachings of the Catholic Church and with the welfare and safety of the students, families, faculty, and staff of Presentation of the Blessed Virgin Mary Catholic School in mind.

¹ *Ethics in Internet*, Pontifical Council for Social Communication, section 2.

² *Ethics in Internet*, Pontifical Council for Social Communication, section 7. cf. *Ethics in Communications*, Pontifical Council for Social Communications, section 2.

Philosophy and Objectives

We believe that the education of the whole child is a partnership between the family and the parish-school community. Following Christ's teachings, striving for academic excellence and fostering the love for learning are central to our philosophy. We value respect for self and others. We cherish patient understanding for diversity in God's creation, and we honor a positive response to the needs of our society. Ultimately we envision a graduate with a solid Catholic foundation which serves as a sound moral compass for a lifetime of learning.

PBVM recognizes that children learn best what they see. Teachers should collaborate closely with parents in the instruction of their children. **The greatest obligation for teaching a child good moral conduct and self-discipline rests with parents; the school accepts the responsibility of assisting the parents with that task.** It is imperative that the student be convinced that his/her parents fully support the school and expects the student to adhere to the school's rules. Without this understanding, the student may think that home and school bear no relation to one another. This can cause the student to behave/communicate differently at home and school. Even in situations of disagreement, it is in the best interest of the student that parents and teachers come to an understanding which will safeguard the student's respect for parental and school authority. We can best serve the children by working together.

Acceptable Use Policy Statement

It is the policy of PBVM Catholic School that access of the internet provided to students is expected to be used primarily as an educational and/or work-related resource. Access to the internet and related electronic technologies shall be made available, subject to rules and regulations established by PBVM Catholic School. Under the judgment of the administration, faculty and staff, use of the internet or electronic technology may be denied at any time if such use would not be in the best interest of the student, the school, or of another person. PBVM Catholic School reserves the right to refuse access to anyone when the building principal or the teacher given charge of the student deems it necessary.

Any violation of this policy may result in the loss of the privilege to access the internet at PBVM or to use its technology equipment. Such violations are subject to the PBVM School Discipline Plan and the Student Sexual Harassment Policy and Procedures. Disciplinary action may be determined in accordance with the existing procedures and practices stipulated in the PBVM Parent/Student Handbook and Discipline Plan, including applicable law enforcement agencies when necessary.

PBVM Catholic School is providing layered access, but families should be warned that some material on the internet might be objectionable. While PBVM Catholic School will establish guidelines and attempt to monitor all access, parents are also responsible for setting and conveying standards that their children must follow when using media and information sources. To that end, PBVM Catholic School supports and respects each family's right to decide whether or not to apply for access.

It is understood that in spite of all the efforts a school and parent may make to protect their students and children from the negative aspects and effects of the Internet and technology, children will still fall prey to its negative enticements. The only sure and definite way to protect our children is to teach and instill in them a love and knowledge of the Truth and the practice of virtue. This encounter coupled with a life of virtue rooted in Christ Jesus and a strong and stable Sacramental life is the foundation and guide that will form and transform our youth to always choose what is authentically beautiful, good, and what is true and holy. Therein lies their happiness and freedom. Therein lies our duty and responsibility. For this reason, PBVM Catholic School emphasizes the importance of virtue in the classroom and at home.

PART ONE

Parent Responsibilities

For the sake of their children, as well as for their own sakes, parents must learn and practice the skills of discerning viewers and listeners and readers, acting as models of prudent use of media in the home. As far as the Internet is concerned, children and young people often are more familiar with it than their parents are, but parents still are seriously obliged to guide and supervise their children in its use.

- Pontifical Council for Social Communication, *The Church and the Internet*

In accordance with our mission, PBVM Catholic School relies on the parent's role to discuss the acceptable uses and dangers of the internet with their child/ren. The success of our school in implementing internet safety and an *Acceptable Use Policy* depends a great deal on the collaborative instruction of both teachers and parents. For this reason, parents of PBVM students are encouraged to instill the same attitudes toward internet use in their own homes as are taught in the school.

Please review the following excerpts from the PBVM Parent/Student Handbook that provide guiding principles for parents in the mutual educational responsibilities of the parents/guardians with the school (as taught by the Catholic Church: see *Familiaris Consortio*, especially section 76) and their role in the school-wide *Internet Safety and Acceptable Use Policy*.

Part Two

Student Responsibilities

The Internet is being put to many good uses now, with the promise of many more, but much harm also can be done by its improper use. Which it will be, good or harm, is largely a matter of choice—a choice to whose making the Church brings two elements of great importance: her commitment to the dignity of the human person and her long tradition of moral wisdom.

- Pontifical Council for Social Communication, *Ethics in Internet*, Section 3

Student Code of Conduct & School Discipline

In keeping with the Rationale of the PBVM *Student Code of Conduct and School Discipline*, the *Acceptable Use Policy* is part of the code of conduct and discipline plan for helping children learn to function in the society of the school and in the wider world. The *Acceptable Use Policy* applies to the school as a whole, to the Media Center, to the classrooms, and to the student's personal use of the internet outside of the school hours and the school building.

Thus, students are expected to conduct themselves at all times according to the highest standards of polite, respectful, Christian conduct. Actions behaviors or items contrary to the teachings of Christ and His Church are inappropriate in our Catholic School.

A student is considered a student 24 hours a day, and is expected to act in a manner consistent with his/her enrollment at all times.

Student Misconduct: Unacceptable Use

As with all student misconduct, PBVM Catholic School reserves the right to judge the seriousness of the actions and the disciplinary consequences which arise from them, including detention, suspension, or expulsion. Student misconduct that is considered serious includes the destruction or damage of the computers (viruses due to burning CD's, movies, downloading software, sending and opening email, etc.), verbal assaults and use of profane or vulgar language (cyber bullying, cyber stalking/harassment), obscene conduct or possession of obscene literature (accessing pornographic or otherwise inappropriate sites). Other acts of misconduct specific to school technology and internet use includes disrespectful language or actions toward any staff member, faculty or student (MySpace, blogs, postings in chat rooms, videos on YouTube, or personal websites, etc.), and cheating, forgery or plagiarism (information copied and pasted directly from the internet without proper references)

Student Acceptable Use Policy Contract

The *Student Acceptable Use Policy Contract* is a signed agreement between school, teachers, students and parents. The contract assures all parties of a clear understanding of expectations for the use of school technology and the internet.

Ultimately, the source of such a policy lies in our belief that each child has a personal dignity and worth because he is created in the image of God and loved by Him. Recognized as a unique individual, the child's talents and gifts are challenged and developed according to his capacity so that he might fulfill his duty to live in the grace of God and strive for holiness. He is taught to use his gifts for the honor and glory of God, for his own spiritual and temporal good, and for the good of his neighbor.

The student, of immeasurable personal dignity and worth and made in the image of God, can be respected and built up, or wounded and disfigured, through the use of the internet and modern media. To assure the student's gifts and talents are challenged and developed according to his capacity, PBVM Catholic School encourages the use of the internet and technology, but wishes to make clear what acceptable and unacceptable uses of the internet and technology are, so as to assure the student's success both academically and spiritually. With the goal to live a fully human life, fully alive, PBVM Catholic School desires to bring to the students' attention the threats of an unbalanced use of the internet and media technology.

RULES FOR STUDENT INTERNET USE

- Students are responsible for good behavior on the school computer network, just as they are in the classroom and on the school grounds.
- The network is provided to conduct research and communicate with others under the direction of the teacher. Access is restricted to teacher directed assignments.
NO STUDENT MAY USE THE INTERNET in any other capacity!
- Access requires responsibility. Parent permission is required.
- Network administrators retain the right to review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on the school server will remain private.
- Outside of school use of the Internet is a family responsibility.
- Currently disks and or CDs of any kind may not be brought to school and installed on the school's controlled network. Our goal is to maintain a virus-free environment. Eventually a system will be in place to inspect incoming software and allow transfer of data between home and school.

Acceptable Uses

- Educational Purposes
- PBVM Approved Software
- PBMV Approved Websites
- PBVM Approved Web quests
- Approved Search Engine Queries
- Approved URL site use

Dangers, Threats & Unacceptable Uses

Internet Dangers:

- Inappropriate or obscene words
- Inappropriate or obscene images
- Violence
 - Cyberbullying
 - Online threats
 - Cyberstalking/Harassment
- Computer viruses and/or spyware

Threats of Unbalanced use:

- Unnecessarily long periods of use
- Dehumanization
- Loss of the sense of relationship
- Indulging in anonymity
- Indulging in fantasizing & role-playing
- Encouraging passive absorption
- Encouraging isolation

The following are NOT permitted (this list shall not be considered exhaustive.)

- Using another person's password
- Trespassing in another person's folder, work or files
- Using Facebook, "My Space," "Twitter", blogs or other comparable social sites
- Damaging computers, computer systems, or the school network (parents will be charged for repairs)
- Wasting time or limited resources
- Using the network for any non-academic or personal purposes (checking email, creating personal websites, chain email, etc.)
- Video Games or movies

Other Unacceptable Uses:

Violations will result in loss of access or any other disciplinary or legal action as needed.

- Violating copyright laws/Plagiarism
- Term Paper Vendors
- Cyber bullying
- Cyber stalking/Harassment
- Pornography or sending or displaying offensive messages, pictures, or obscene language

- Hacking
- Pirating
- Flaming
- Video Recording without proper permissions from principal
- Posting video clips on YouTube
- Self-produced child pornography (i.e. 'sexting')
- other

In addition to the above Unacceptable Uses listed above, PBVM would like to distinguish the following uses that are unacceptable at the PBVM Catholic School campus, but may be used elsewhere at the discretion of the students' parents.

- Email
- Chat Rooms
- Instant Messaging
- Texting
- Video games
- Downloading Software
- Burning CD's or Movies
- Altering Icons or Screen Savers
- Cell Phones
- iPods, etc.

A word about Social Networking:

Though law allows 13 year olds and older to have Facebook accounts and the like, it is strongly discouraged. (Please see Internet Safety Resources for more info).

Moreover, it is never acceptable to bear false witness, i.e. lying about one's age.

Cell Phone Policy

1. Cell phones and all related uses (texting, internet use, etc.) may not be used during the school day—they must be turned off and kept out of sight.
2. Cell phones and all related uses (texting, internet use, etc.) may not be used at Extension Care, PBVM sponsored labs, tutoring sessions, etc.
3. If a parent deems it necessary for a student to have a cell phone on school grounds, there must be parental permission, in writing and shown to the teacher.
4. If a student has permission to have a cell phone on campus, it is only to be used in the case of emergency and for the agreed upon use.
5. If students have the necessary permission for cell phone use, it must be used under the supervision of an authorized staff member.

Please monitor your child's cell phone, know when they have it at school and only allow them to bring it in exceptional circumstances, always abiding by the above cell phone policy.

PBVM Catholic School Rights - Parent's Rights - Student's Rights:

PBVM Catholic School respects rights of parents and students by establishing a website Privacy Policy. Pictures of students and students' intellectual property will not be used or posted without prior permission from parents.

PBVM Catholic School reserves the right to request that no posting of any information involving PBVM Catholic School or her Faculty, Staff, and Students on a personal website, chat room, or blog be posted

without permission from the administration and/or the individual. This right also extends to the electronic use of the PBVM logo or other representative images of PBVM Catholic School.

In addition, any electronic enrollment or listing of the PBVM Catholic School or the Dominican Sisters of Mary, Mother of the Eucharist in online programs, subscriptions and/or the facilitation of linking the PBVM or DSMME websites to other sites is prohibited without prior permission of the appropriate administration.

Any type of communication via the internet or other electronic technology that criticizes, demeans, puts down or casts a negative light on someone else in his or her absence, and is corrosive to community life is not in keeping with Christian conduct.

Honesty and Integrity

Plagiarism is cheating. Plagiarism – which is copying the text of a published work and presenting the copied words or ideas as your own without citing a source is addressed in the Student/Family Handbook under the section of Honesty and Integrity, which clearly communicates that students are expected to tell the truth and that cheating is dishonest and is the equivalent to lying.

The Handbook states that students may receive a zero or “F” on any assignment, quiz, or test that involves cheating and that continued violations may result in further disciplinary action.

School Property

In accord with the School Property Policy computers and all technology are the property of PBVM Catholic School and are not for personal use. Students are required to pay for all damages done to school property when they are at fault.

Students are responsible for respecting the integrity of the computer settings and should not tamper with them. If a computer’s settings have been found to be tampered with, all students assigned to that specific computer will be questioned. The violator will be fined a \$50.00 penalty fee. A fine of \$50.00 will be fined to a student who is responsible for an unauthorized downloading of software, email use or other damaging additions or changes in configurations. Such requirements keep the learning environment safe and protect the school from contracting computer viruses.

School Responsibilities

The Church's interest in the Internet is a particular expression of her longstanding interest in the media of social communication. Seeing the media as an outcome of the historical scientific process by which humankind "advances further and further in the discovery of the resources and values contained in the whole of creation", the Church often has declared her conviction that they are, in the words of the Second Vatican Council, "marvelous technical inventions" that already do much to meet human needs and may yet do even more.

- Pontifical Council for Social Communications, *The Church and the Internet*, Section 1.

Protecting our Students: Monitoring and Filtering

To assure the responsible use of the internet, PBVM has filtering software in place to protect students from unwanted or illegitimate sites. Monitoring software allows the administration to be aware of activity on each computer when irresponsible internet use is suspected. Such monitoring software can communicate times that the internet was used, websites visited, and software applications used and for how long.

Educating our Students

In addition to your discussing the Internet Safety and Acceptable Use handbook with your child(ren), PBVM Catholic School faculty and staff makes it their responsibility to have an adult present when the internet and other media technology are being accessed by students.

Search

In accordance with PBVM Catholic School Search Policy, the administration reserves the right to investigate and view all student internet activity as well as any computer documents. In light of the administration's legitimate interest in the personal safety and protection of all students within his or her care or custody, each student's user name and password is available to the administrator when there are reasonable grounds for suspicion of the violation of the *Acceptable Use Policy*.

Internet Safety Resources:

Internet Safety Education

<http://www.cybersmart.org/home/>

www.netsmartzkids.org

http://en.wikipedia.org/wiki/list_of_social_networking_websites: list of more than 100 Social networking sites and detailed descriptions of how they work.

www.netsmartz411.org Parents' and guardians premier, online resource for answering questions about Internet safety, computers, cell/smart phones, social networking and the web.

<http://www.wiredkids.org/educators/problems.html>

http://www.education-world.com/a_curr/curr093.shtml

www.netfamilynews.org

www.netlingo.com

www.monitoringsoftwarereviews.org & www.parentalcontrolsoftwareguide.info Reviews, rankings, and ratings for security software

MySpace, Blog, and cell phone dangers

<http://www.teenchatdecoder.com/myspace-info.htm>

<http://familyinternet.about.com/od/sharingonline/a/kidsblogs.htm>

<http://www.mycrimespace.com>: Daily links to stories that appear around the nation/world about the crime, harassment, and bullying that takes place on typical social network sites

www.yoursphere.com: "...a membership based, safety first social network for kids and teens. The safety standards in place are second to none, and as a result it is the sole youth-only social network approved by the Privacy Vaults Online Safe harbor of the Federal Trade Commission (FTO)"

www.pipl.com; www.peakyou.com, www.spokeo.com; www.google.com, www.bing.com: search engines to help you find if your kids are on social networking sites; search by name, email, address, etc.

www.mymobilewatchdog.com If you permit your kids to have cell phones with internet access, this product alerts a subscriber "when unknown people try to call, email, or text message your child. Exceptional activities are logged, allowing you to view, assess and take action on questionable contacts." This product DOES NOT block them from surfing or accessing inappropriate sites of content on the web.

Internet Safety 101

<http://familyinternet.about.com/cs/internetsafety1/a/safety01.htm>

www.cybertip.com report suspicious online activity encountered by you or your kids; sent on to the appropriate law enforcement agency

www.bsecure.com: filter example

www.webwatchernow.com, www.spectorsoft.com, www.guardiansoftware.com : examples of monitoring software that records EVERYTHING that appears on the computer screen/monitor

<http://www.keycatcher.com> example of hardware that secretly captures all keystrokes including passwords.

<http://www.getnetwise.org/> a public service brought to you by internet industry corporations and public interest organizations to help ensure that Internet users have safe, constructive, and educational or entertaining online experiences.

Definitions

<http://www.sheriff.co.stark.oh.us/pr15-f.htm>

<http://www.netsmartz.org/safety/definitions.htm>

http://www.tjiss.net/glossary_s.html

Church Documents:

Miranda Prorsus – Encyclical Letter of Pius XII 'On Motion Pictures, Radio and Television' (1957)
http://www.vatican.va/holy_father/pius_xii/encyclicals/documents/hf_p-xii_enc_08091957_miranda-prorsus_en.html

Ethics in Internet – Pontifical Council for Social Communications (2002)
http://www.vatican.va/roman_curia/pontifical_councils/pccs/documents/rc_pc_pccs_doc_20020228_ethics-internet_en.html

Ethics in Communications – Pontifical Council for Social Communications (2000)
http://www.vatican.va/roman_curia/pontifical_councils/pccs/documents/rc_pc_pccs_doc_20000530_ethics-communications_en.html

"Internet: A New Forum for Proclaiming the Gospel" – Pope John Paul II's 36th World Communications Day Message (2002)
http://www.vatican.va/holy_father/john_paul_ii/messages/communications/documents/hf_jp-ii_mes_20020122_world-communications-day_en.html

The Church and the Internet – Pontifical Council for Social Communications (2002)
http://www.vatican.va/roman_curia/pontifical_councils/pccs/documents/rc_pc_pccs_doc_20020228_church-internet_en.html

Student Internet Safety Contract
and
Acceptable Use Policy Statement of Acceptance
Please return this form no later than September 10

We have read and agree with the policies and expectations set forth in the *PBVM Catholic School Internet Safety & Acceptable Use Policy*.

PARENTS:

Please print name:

Signature:

Date:

CHILDREN:

Signature:

Please return to the school office. Thank you!

Back to School Night August 30, 2012

ORDER OF EVENTS

5:10pm-5:25pm | Arrival
Drop off food item and get name tag

5:30pm | Meet in Church
*P*astor's Address: Blessing of Parents

5:35pm
*P*rincipal's Address

5:50pm
*I*ntroduction of Teachers

5:55pm
*B*lessing of the Teachers

6:00pm-6:15pm
*H*ealthy Families video

6:15pm-6:45pm | Meet in School Gym
*S*ocial: Appetizers and wine

6:45pm-7:15pm
Shauna Anderson - CSAC Introductions
Dale Hastings - PPG Introductions
Boosters Introductions
Presentation Day - Karen Baker
Crab Feed - Patty Leatherby

7:20pm-7:45pm
*S*ession I

1. All Grade Levels (in classroom)
2. Several tables for question and answer: Virtue Based Physical Education
Art, Languages & Extended Care (Courtyard)

7:50pm-8:15pm
*S*ession II

1. All Grade Levels (in classroom)
2. Catechesis of the Good Shepherd (Art Room/Atrium)
3. Several tables for question and answer: Virtue Based Physical Education
Art, Languages & Extended Care (Courtyard)

8:20pm
*C*lean-up & Goodnight