

**Mount Aviat Academy  
399 Childs Road  
Childs, MD 21916  
(410) 398-2206**

Dear Parents,

Mount Aviat Academy is able to provide Internet access to our students. This access greatly increases opportunities to obtain information for research projects and other learning activities.

Internet use at school will be supervised at all times. Students will not have personal e-mail addresses. School policy restricts student use of material that is inappropriate to our Catholic school environment, and we have taken measures to limit student access to inappropriate sites. However, we are not able to completely block material that you might find objectionable. There may be information on the Internet that is not in accord with school and family values. It is essential, therefore, that you discuss your values and your expectations for responsible Internet use with your child.

Please read the *Guidelines for the Acceptable Use of Telecommunications* carefully. This document has been prepared by the Catholic Schools Office for the Diocese of Wilmington to help ensure the appropriate use of this new technology. If you and your child are willing to accept the responsibility of Internet access for educational purposes, sign the Student Access Contract and return it to school.

Remember, Internet access is a privilege, not a right. We expect students to follow all rules of appropriate behavior or risk losing Internet access. In addition, Mount Aviat Academy's discipline code will be applied as necessary.

At this time, all students in grades 1 to 8 will be required to sign a contract after having reviewed the policy here at school and with you as a parent. In the lower grades, we will explain it on a level that the students can understand. As is indicated on the contract, you will need to sign for each of your children in grades 1 to 8. Families should keep the policy for future reference. If you have any questions, please feel free to contact me.

Sincerely,



Sr. John Elizabeth, OSFS  
Principal

***Diocese of Wilmington***  
***Guidelines for the Acceptable Use of Telecommunications***

***Purpose***

Electronic networks and other technologies have changed the way we communicate and share information. The ability to access information through the computer will be used by students and staff to further educational goals and objectives by providing educational resources previously unavailable; Internet information will support and enrich our curriculum. Learning how to access this information and how to communicate electronically are now fundamental skills and an important goal as we prepare students for the future.

***Definition***

The Internet is an online computer network that connects millions of computer users and information resources around the world. Using the Internet will allow students to do research, find homework help, and communicate with students, teachers, scientists, and people around the world from all walks of life.

Internet resources will include, but will not be limited to:

- Electronic mail communication
- Information and news from research institutions such as major universities, government organizations, etc.
- Library catalogs all over the world, including the Library of Congress
- Common interest groups on the Internet, such as: chat rooms, discussion groups, bulletin boards, etc.
- Online databases of professional information such as: electronic journals, newswires, etc.
- Public domain software
- The World Wide Web

***Electronic Network Use***

To emphasize that electronic network use at Mount Aviat Academy is for appropriate activities, this policy requires that:

- Access will be provided for school-related, academic activities only

The school and its employees are not responsible for use which is in violation of this policy.

***Personal Safety***

Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, etc...

Students will not agree to meet with anyone that they have communicated with using the school Internet access.

Students will promptly disclose to a teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

***Privacy***

Network storage areas will be treated like school lockers. Network administrators may review files and communications to keep the network working properly and to ensure that users are using the system responsibly.

Also, in the global community of the Internet, no communication is “private.”

### ***Student Responsibilities***

Students will access the Internet only with software owned by Mount Aviat Academy. The student is responsible for using the school account provided in an ethical, responsible, and legal manner for school-related tasks only. Students and parents must sign the Student Access Contract in order for the student to have approved access to the school system. Students will access only those resources or topics which are related to academic pursuits. Students are responsible for their behavior on the school computer network just as they are in a classroom or a hallway.

Students will use appropriate language and follow the same rules of conduct as required by Mount Aviat Academy.

### **Access is a privilege not a right.**

- Using or importing (transferring in) offensive, obscene, libelous, disruptive, or inflammatory language, pictures, or other material on any computer or network within the school is prohibited.
- Students should not respond to any harassment encountered and must report any incidents to the appropriate staff member.
- Students with personal online accounts such as America Online, Hotmail, or any other service provider may not install their operating software on school equipment and may not access the service provider using school software or equipment. No software may be copied to the school network.
- For safety reasons, students shall not reveal phone numbers, addresses, or any other personal information.
- Students shall respect the privacy of e-mail.
- Students will use the electronic network for legal activities only. Illegal activities include, but are not limited to:
  - Knowingly spreading viruses; violating copyright laws and plagiarizing; using unauthorized software; impersonating another user; unauthorized entry; and/or destruction of computer system or files.
- Students shall not use the network for any commercial activity.
- Students shall not use the network to make personal purchases or unauthorized orders using the school name.
- Students shall use all resources on the Internet in accordance with the policies of the institutions providing the service.
- Students shall use the network in such a way that the use of the network by other users is not disrupted.
- Students shall not present personal viewpoints on the system so as to make them appear to represent the school.
- Students shall not infuse inappropriate materials onto the school system, nor are links to inappropriate materials at other sites permitted. Inappropriate material includes, but is not limited to, libel, plagiarism, illegal activities, copyright infringement, misinformation, harassing materials, and obscene materials. Publishers must have permission to publish copyrighted information on their pages or documents if they are not the author or creator.
- The personal use of any images or electronic data that references or uses the name or logo of Mount Aviat Academy to include any reference to its employees, staff or students is strictly prohibited.

### ***Consequences of Unacceptable Student Use***

The use of electronic networks is a privilege, not a right. Misuse of an electronic network account or a violation of this policy may result in the account or the user's access privilege being denied, revoked, or suspended. Misuse will subject the student to disciplinary action at the appropriate level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved.

### **Due Process**

In the event of a violation of this policy, or school code, the student will be subject to disciplinary action which will be determined by the severity of the violation.

Mount Aviat Academy will cooperate fully with local, state, or federal officials in any investigation concerning or relating to any illegal activities conducted through the school network.

### ***Liability***

Mount Aviat Academy makes no express or implied warranties for the Internet access it provides. Mount Aviat Academy cannot completely eliminate access to information that is offensive or illegal and residing on networks outside the school.

The accuracy and quality of information obtained cannot be guaranteed. Mount Aviat Academy will not guarantee the availability of access to the Internet and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties. Information sent or received cannot be assured to be private.

Access to computer communication technology is provided for school-related, academic activities only. All copyright laws are to be honored and academic honesty is expected at all levels of use.