

Tech•No•Tes

Marymount

December, 2002

Dear Marymount Parent or Guardian:

Your daughter now has or will soon have access to the Internet and computers at Marymount High School. The Internet is a global information system with great information and educational potential, and we see the skills required for its use as vital to the productivity and citizenship of your students when they enter higher education and the work force.

Several classes will also use the computers for instructional purposes. Consequently, familiarity with the school's computer use policy will be important. Please read yourself and have your daughter read the enclosed policy so that she will be aware of how to use computers at Marymount.

Please find enclosed in this mailing a copy of our Acceptable Use Policy (AUP) for students and computer users at Marymount. Students and parents must sign their respective sheets to use computers at Marymount. Students whose parents prefer that they do not use computers must say so in writing and can use the attached form.

You probably already know that computer use for education requires both knowledgeable and prepared use of computers, especially in high school. This policy enables us to establish ways of using computers that is effective and helpful for all computer users at Marymount. You might also want to know that, while we advocate cautious use of computers and have teachers and staff supervising the computers most of the time, there may be situations where a student may not be directly supervised when using a computer at school. That's where the honor-code element of the AUP comes into effect. Students are expected to abide by these rules at all times on all computers at school.

We enjoy the availability of over 100 computers at Marymount High School. These offer wide ranges of educational materials and online services for educational purposes. However, school staff cannot individually monitor all of the information that students are able to access, download, or transmit on these computers. Consequently, it is impossible to prevent completely access to inappropriate or controversial material. Please note this as you decide to sign the AUP.

Your daughter will sign up to use the Internet and school network by returning her portion of this note signed by both you, her parents, and herself. However **if you would rather she not use the Internet**, please return the enclosed sheet as soon as possible and your daughter will not have access to the World Wide Web and e-mail. **If you accept her using the Internet**, you need only sign the enclosed form.

Thank you for your help. If you have any questions, please call me at (310) 472-1205, extension 286. Please remember to return both signatures to use the network.

Sincerely,

Patrick E. Lynch,
Director of Educational Technology

Marymount Guidelines for Student Acceptable Use of Internet Accounts

All Internet users are expected to abide by the generally accepted rules of computer and network etiquette. The following guidelines are expected from all students:

- Be polite. Do not get abusive in e-mail messages to others. School rules regarding harassment apply to electronic communication.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not reveal your personal address or the phone numbers of students or colleagues to unknown Internet users.
- Be aware that e-mail is not guaranteed to be private. People who operate the system do have access to mail if there is probable cause to see it. Messages relating to or in support of illegal activities will be reported to the authorities.
- Files may not be saved to a local computer. Please use your folder on the network to save files. A backup disk is suggested strongly.
- There are some unacceptable uses of the networks. These include, but are not limited to:
 - Using the network for any illegal activity, including violation of copyright or other laws.
 - Using the network in ways which violate school policies and behavior standards.
 - Using the network for financial or commercial gain.
 - Degrading or disrupting equipment or system performance.
 - Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
 - Wasting technology resources, including bandwidth, file space, and printers.
 - Gaining unauthorized access to resources or entities.
 - Using an account owned by another user, with or without her/his permission.
 - Posting personal communications without the author's consent.
 - Use of home email, YAHOO, HOTMAIL, or other accounts and AOL Instant Messenger without written permission from the Director of Educational Technology.
- Any items produced by the students will not be posted to the Internet without their permission. If permission is granted, items will be considered fair use and available to the public.

Please read and sign the letter on the following page and keep these guidelines for your reference. These guidelines will be placed in the library and computer lab for future consultation.

INTERNET PARENT AGREEMENT/CONCENT FORM

As a parent or guardian of a Marymount student, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. I am aware that there may be times when my daughter may not be individually supervised (i.e., library computer or computer lab use) when using a computer. I also realize that unless authorized in writing by the director of educational technology, my daughter may not use or access her home email account or any accounts on YAHOO or HOTMAIL and may not use AOL mail or Instant Messenger or Chat while on campus. I also agree to the terms of the school's Acceptable Use Policy and am aware that discipline action may be taken for violation of these policies.

Parent Name (Print): _____

Parent Signature: _____

Parent email address: _____

Date: _____

INTERNET STUDENT AGREEMENT

*(Do not sign if your parents prefer
you do not use computers at school.)*

I agree to the above terms of the AUP.

Student Name (Print): _____

Student Signature: _____

Date: _____

Student Grade Level: _____

If you would prefer that your daughter not use e-mail and the Internet while at school please indicate this with a x on the line provided. _____

Please return to the Patrick E. Lynch Director of Educational Technology or Ms. Neubauer