

## ST. MARY'S HOME FOR CHILDREN

Regulation #: TS-009

**SUBJECT:** George N. Hunt Campus School Student Internet Safety and Acceptable Use Policy

**PHILOSOPHY / PURPOSE:** This document outlines the Internet Safety and Acceptable Use Policy for students at St. Mary's Home for Children, hereafter referred to as St. Mary's. This policy applies to all students at St. Mary's, including both day students and residential students.

It is the policy of St. Mary's to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

**Definitions:** Key terms are as defined in the Children's Internet Protection Act.

**Internet Content Filtering:** To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. All student computers will have filters.

St. Mary's uses a combination hardware and software solution to filter internet content. In addition to filtering inappropriate content, this solution also logs internet activity. These logs are reviewed periodically by the Information Technology staff for inappropriate content that may be getting past our filters.

**POLICY: Student's Acceptable Use of Internet Facilities:** The Internet facilities provided for student use at St. Mary's are to be used primarily for educational purposes. Use of the internet facilities for entertainment purposes is allowed, as approved by the Educational, Clinical and/or Youth Care staff.

The following uses of St. Mary's internet facilities by students are always unacceptable;

- Illegal sharing of intellectual property, such as music, movies and photographs
- Accessing Social Networking sites
- Accessing Email and other messaging services
- Accessing Skype and other video conferencing services, except for approved educational purposes
- Viewing pornography and adult sexual content
- Participating in or viewing of Cyberbullying and other forms of harassment
- Commercial purposes
- Streaming media, except for approved educational purposes

**Staff Supervision of Students:** Except in cases where special permission has been granted by the Educational Director, a staff member will be present at all times when students are accessing

the internet. Staff members supervising students accessing the internet should remain vigilant to make sure that students are only using the internet for acceptable uses, under this policy. Staff member who detect unacceptable uses of St. Mary’s internet facilities, should take immediate action to terminate that use. In addition, if a staff member finds that students are getting to content that is inappropriate, that staff member should report the URL of the inappropriate content to the Information Technology department, so that it may be added to our content filtering solution.

It shall be the responsibility of all member of the St. Mary’s staff to not only supervise and monitor computer usage, but to educate students with regard to appropriate usage of online computer network and access to the Internet with this policy, the Children’s Internet Protection Act, the Neighborhood Internet Protection Act & the Protecting Children in the 21<sup>st</sup> Century Act.

**Student Owned Devices:** Except for cases where special permission has been granted by the Education Director, students are not permitted to have student owned or provided electronic communication devices, such as; cell phones, tablet computers, laptops and other internet enabled devices in their possession, while at St. Mary’s. Students arriving with these kinds of devices in their possession will have them confiscated by the staff and then returned to them upon leaving.

**Educational Programs:** The Education Director or designated representatives will provide age-appropriate training for students who use the internet facilities at St. Mary’s Home for Children. The training provided will be designed to promote St. Mary’s commitment to:

- The standards and acceptable use of Internet services as set forth in this policy.
- Student safety on the Internet:
  - Protecting their personal information online
  - Appropriate behavior while online in Social Networking sites, Chat Rooms, Messaging sites and services
  - Cyberbullying awareness and response
- Compliance with the E-Rate requirements of the Children’s Internet Protection Act (“CIPA”)

Following receipt of this training, the student will acknowledge that he/she received the training, understood it, and will follow the provisions of the acceptable use policy, as defined in this document.

<b>Policy Name:</b>	Student Internet Safety and Acceptable Use
<b>Domain:</b>	IT; MIS; School; Computers
<b>Policy Location:</b>	E-Rate School Technology Plan Document
<b>Date of Adoption:</b>	Historic
<b>Approved by:</b>	 Director of Education
<b>Effective Date:</b>	9/1/2015
<b>Date(s) of Revision:</b>	Reviewed no changes 9/1/2016
<b>References:</b>	