

# FENWICK HIGH SCHOOL

## Internet/Network Access

---

### Purpose

Fenwick High School provides Internet and Technology services for faculty, staff, students and parents solely for educational purposes. To further our commitment to excellence, the Fenwick IT Department, guides and develops the school's use of technology in the classroom and throughout the institution.

To enhance communications between members of the Fenwick community:

- All faculty members, students and staff will be provided with a Fenwick e-mail address.
- Public address announcements, which are made during the school day, will also be e-mailed to all students, faculty and interested parents. This will insure that important information is made available to everyone.
- Other notices and items of importance (e.g., snow day information, changes in the school calendar, etc.) will be e-mailed to students, faculty and interested parents as needed. Those parents who sign up for the Fenwick Emergency Notification System will receive an automated phone call. It is important that we have your correct phone information on file.
- Often requested forms will be available for download to students, faculty and parents on the Fenwick Web Site.

Students are encouraged to develop their computer skills and their knowledge of how technology can enrich and affects their lives throughout their academic program of studies. To support this goal:

- Students will have access to the Internet and the school network.
- Students will have a network and an online folder available to store files.

To enable parents and students to have a greater sense of a student's academic progress, Fenwick has used for several years an Internet service (Edline) which enables students and parents to interact with faculty members.

- Information regarding a student's classroom performance (grades, homework assignments, teacher comments, etc.) is available to students and parents via a secure Internet web site. This service will be accessible from the Fenwick web site ([www.fenwickfriars.com](http://www.fenwickfriars.com)) and will complement school news and information that is already available there.
- Information on using this system is sent to parents and students at the beginning of the school year.

Parents and students are asked to read the ***Fenwick High School Internet Acceptable Use Policy***. Students must abide by this policy. Disciplinary action may be taken for violation of these guidelines.

Fenwick's electronic network is not a public forum for general use. Also, users should not expect that email or files stored on Fenwick servers will be private.

**Students and parents are asked to complete the Internet/Network Access Information form and return it to the IT Department.** Additional forms are available on the Fenwick Web Site. Download the Internet Use Policy form at (<http://www.fenwickfriars.com/17451088144459493/site/default.asp>). If you have further questions, please contact the IT Department at (708) 386-0127 extension 204.

# Fenwick High School Internet Acceptable Use Policy

## Scope

Access to the Internet at Fenwick High School makes educational resources, global research and communications easily available for the purpose of promoting academic excellence and personal growth. The purpose of this policy is to guide and direct students in their use of the Internet and technology at Fenwick High School.

## Guidelines

The use of the Internet, computers and technology is a privilege, not a right. Any violation of these guidelines, as determined by teachers and/or supervisors, may result in disciplinary action.

1. All Internet activities should be consistent with Fenwick High School's Mission as stated in the Parent-Student Handbook.
2. Students must receive permission from teachers or supervisors before downloading any files or programs.
3. Respect the copyright laws. Give credit to the author of reproduced resources. Assume the information posted by another person is copyrighted.
4. Use appropriate language. Swearing, vulgarities or any abusive language are unacceptable.
5. Respect another person's right to privacy and confidentiality. Network storage is only as private as a school locker. From time to time files may be reviewed for integrity and to see that users are using the system responsibly. Storage of personal files other than those which pertain to a student's academic work is not to be stored on the network. All files will be deleted one month following graduation or withdrawal from school.
6. Report to a supervisor or teacher any e-mail messages that make you feel uncomfortable, are inappropriate or are threatening.
7. Notify a supervisor or teacher immediately if any breach of security is noticed.
8. Notify a supervisor or teacher if you inadvertently access inappropriate information. This will protect you against any accusations of violating this Acceptable Use Policy.
9. Conserve storage space and consistently delete any of your files or email messages that are no longer needed.

## Unacceptable Behavior

1. Damaging or mishandling computer equipment.
2. Using another person's account.
3. Disclosing personal information about yourself or another person such as name, address, phone number, social security number or credit card number.
4. Giving your password to anyone other than a teacher or supervisor when needed for maintenance or assistance.
5. Authoring, accessing, sending, or receiving information that would be considered offensive, defamatory, abusive, harassing, obscene, sexually oriented, illegal, unethical or inappropriate for a school setting.
6. Unauthorized downloading of software or other files.
7. Sending anonymous messages.
8. Using the network for commercial or private advertising, for personal or financial gain, or for political fundraising or campaigning. This includes offering, providing or purchasing products.
9. Destroying or damaging software or hardware equipment of the network or of another user. This includes spreading of viruses, destroying another user's data or defacing/damaging computer equipment.
10. Removal from the premises of any computer equipment, software or peripherals.
11. Plagiarizing ideas or works of another person.
12. Attempting to break into the security of the network. (Looking for a breach in security will be interpreted as an attempt to break into security.)
13. Agreeing to meet with someone who was contacted on-line
14. Wasting limited resources such as printing unnecessary information.

The IT Department reserves the right to modify this policy without notice and to restrict the use of the network by students.

# FENWICK HIGH SCHOOL

Internet / E-mail / Network Access  
Information Form

## Student

I have read the Fenwick High School Internet Acceptable Use Policy and agree to follow these guidelines.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Parent/Guardian

I have read the Fenwick High School Internet Acceptable Use Policy and have discussed it with my child. I understand that violations of this policy may result in disciplinary action being taken by the school against a student.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## STUDENT INFORMATION (please read carefully, especially students!)

Your Fenwick email address will consist of the following: The last two digits of your Class year + initial of your first name + your last name @my.fenwickfriars.com. E.g., Greg Smith a member of the Class of 2014 would have an email address of [14gsmith@my.fenwickfriars.com](mailto:14gsmith@my.fenwickfriars.com). The information preceding the @ sign, is your **UserID** for network access and email e.g., 14gsmith. In the event that a UserID conflicts with another student, we will consider also using the person's middle initial.

Class Year: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**PLEASE NOTE: YOUR INITIAL PASSWORD FOR BOTH ACCESS TO COMPUTERS AND EMAIL IS YOUR STUDENT ID NUMBER. *Your student ID number will be found on your class schedule. When you log in for the first time, you will be asked to change your password. Do not use "Fenwick", your birthday or any part of your name as a password.***

## PARENT/GUARDIAN INFORMATION

If you wish to be contacted via e-mail regarding school activities please provide us with your e-mail address(es):

Parent/Guardian Name(s): \_\_\_\_\_

E-Mail Address(es): \_\_\_\_\_

### RETURN TO:

Technology Services Office  
Fenwick High School  
505 W Washington Blvd  
Oak Park, IL 60302