

# **ACCEPTABLE USE POLICY FOR TECHNOLOGY**

## **Rockford Diocesan High School Students**

### **Purpose:**

Newman Central Catholic High School provides computers and other electronic resources to serve its students. Access to these resources is provided to further the educational goals of the school and Diocese. Students are encouraged to use these resources for educational and/or school-related activities and to facilitate the efficient exchange of useful information related to the student's school work. The resources provided through the school are and remain the property of the school. Students are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Newman Central Catholic High School has the right to and does monitor use of the computers and other electronic resources by students, including students' access of the Internet, Internet use, and e-mail use and content. Thus, students have no expectation of privacy in their use of school computers, the Internet or e-mail.

### **Goals:**

With respect to any of its computers and other electronic resources, Newman Central Catholic High School uses filtering and blocking software as well as staff members to monitor Internet usage. These measures meet the terms of the Children's Internet Protection Act (CIPA) for protecting minors against access, through computers and other electronic resources, to visual illustrations that are obscene, pornographic, or are otherwise harmful to minors. However, it is impossible to fully control all information available to students. Therefore, Newman Central Catholic High School adopts this Policy governing the use of electronic resources and the Internet in order to:

- Acknowledge the privilege granted to the student for using the school's computers and other electronic resources;
- Ensure responsible and ethical use of the school's network, Internet resources, and e-mail;
- Provide guidance for acceptable use by students obtaining access to electronic resources; and
- Preserve the security and integrity of the school network.

### **Responsibilities of the Student**

All uses of computers and other electronic resources shall be consistent with the Diocese's and School's goal of promoting educational excellence by improving resource sharing, and communication. This Acceptable Use Policy does not attempt to state all required or restricted behaviors of users. By signing this Policy, the student acknowledges that he/she has read the terms and conditions, understands their significance, and agrees to abide by this Policy.

Technology resources provided by Newman Central Catholic High School are:

- Owned by the school;
- Offered as a privilege, not a right;
- Provided for the purpose of furthering education and the goals of the school; and
- To be used for school related purposes only.

### **Technology Use Guidelines**

Students are encouraged to take full advantage of the technology provided by Newman Central Catholic High School. The following guidelines are to be followed. The list is not exhaustive. Newman Central Catholic High School reserves the right to interpret this Policy in its sole discretion in the event matters not expressly covered in this Policy arise.

Appropriate or acceptable educational uses of these resources include, but are not limited to:

- Access to the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum.

- All technology use, including Internet access, is provided for educational purposes, to enrich and expand the curriculum. Use of technology resources must be consistent with the educational objectives of the diocese and school.
- Always abide by the generally accepted rules of network etiquette.
- Be polite in your messages.
- Use and share computer resources courteously and efficiently.
- Individual accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password.
- Do not leave an open file or session unattended or unsupervised. You are ultimately responsible for all activity under your account.
- Personal resources used by students are restricted by the limits of this Policy and must be approved by the Network Administrator or Principal.
- The school has the right to monitor student use of the school computers, network, and Internet.
- Students have no expectation of privacy in their use of school technology.
- Any information contained or placed on the school's computer hard drive or the school's computer disks are the property of the school.
- Students are required to report any damage or change to equipment to the official in charge of the computer.
- Content filtering software is not 100% secure. Access to questionable sites should be brought to the attention of the Network Administrator immediately.
- The Rockford Diocese Office of Catholic Education and/or Newman Central Catholic High School may modify, amend, or add additional rules and restrictions to this Policy at any time.

### **Prohibited Use**

The following guidelines are intended to promote legal, ethical, moral, and safe use of the school's technology resources in accordance with the teachings of our Catholic faith. The list below is not exhaustive. Newman Central Catholic High School reserves the right to interpret the Policy in its sole discretion in the event matters not expressly covered in this Policy arise. Inappropriate or unacceptable uses(s) of these resources include, but are not limited to the following:

- Engaging in activities not related to educational purposes or which are contrary to rules, policies and/or guidelines of the school.
- Accessing, retrieving, viewing or distributing any material in violation of any federal or state laws or regulation or school policy or rules. This includes, but is not limited to,
- improper use of copyrighted material;
- improper use of the System to commit fraud or with the intent to commit fraud;
- improper use of passwords or access codes;
- disclosing the full name, home address or phone number of any student, or Parish employee or volunteer.
- Accessing, retrieving, posting, transmitting or viewing obscene, profane, abusive, or indecent materials
- that are inconsistent with the objectives and/or teachings of the Catholic Church and/or the Diocese and/or school.
- Unauthorized downloading or copying of software, regardless of whether it is copyrighted, shareware, or freeware without authorization from the Principal.
- Any act of social injustices such as harassing, threatening, intimidating, or degrading an individual or group of individuals.
- Vandalism is prohibited. This includes, but is not limited to:
- Deleting, examining, copying, or modifying files, data, email or voice mail belonging to other users, and/or attempts of same;
- Attempts to breach security codes and/or passwords; and/or
- Destruction, abuse or modification of computer hardware and/or software including changes to preferences; and/or attempts of same.

- Sending nuisance electronic mail or other online messages such as chain letters, pyramid schemes, or obscene, harassing, or other unwelcome or inappropriate messages.
- Using the technology resources for personal, financial, or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters.
- Using, transmitting or posting images of administrators, employees, students, parents, parishioners or any other person without specific permission
- Establishing network or Internet connections to live communications, including voice, instant messaging, video, and/or chat, without specific permission from the Principal.
- Using the network to identify, imply or infer any gang activity.

### **System Security and Reliability**

In order to maintain the school's security and reliability of the school's network, the following are prohibited:

- Wastefully using technology resources, such as file space
- Hacking-unauthorized access to system resources from outside the network
- Interceptions-monitoring data or traffic on any network, system or server
- Deliberate attempts to overload the system or cause damage
- The creation, circulation, and/or use of computer viruses
- Using the network in any way that would disrupt its use by other users or be dangerous to the integrity of the local area network

Students must notify the Network Administrator of any security risk or abuse of the system. Do not demonstrate the problem to another student. Any student identified as a security risk may be denied access to the network.

### **Web sites**

- Using, transmitting or posting images of employees, students, parents or parishioners without specific permission is prohibited.
- Any web site created by a student using the technology system must be part of a school-sponsored activity, or otherwise be authorized by the Principal.
- All content, including links, of any web site created by a student using the school's resources must receive prior approval by the Principal.
- All contents of a web site created by a student must conform to these Acceptable Use Guidelines.

Access to computers, the Internet, and other electronic devices is important to student learning and achieving the educational goals of the school and Diocese. However, as with all tools, they must be used properly. This Policy applies to computers and other electronic resources: personal digital assistants (PDAs), calculators, gaming devices, cell phones, digital cameras, personal computers, and any other electronic device, and provides guidance for acceptable, responsible and ethical use of these resources. The use of computers and other electronic resources is a privilege not a right, and any attempt to violate the provisions of this agreement could result in revocation of the student's privileges, regardless of the success or failure of the attempt. A student who violates this Policy is subject to additional school disciplinary action, up to and including suspension and/or expulsion. The decision of the school regarding inappropriate use of the technology or telecommunication resources is final. Reimbursement may be sought for damage requiring repair or replacement of equipment where Newman Central Catholic High School, in its sole discretion, determines the damage was caused intentionally or with recklessness.

Please print this page, sign, date & return the bottom portion to school.

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**Rockford Diocesan High School Students**

By signing this Acceptable Usage Policy, the student acknowledges this Policy and agrees to adhere to the its terms.

Student (print) \_\_\_\_\_

Student signature) \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian (print) \_\_\_\_\_

Parent/Guardian (signature) \_\_\_\_\_ Date \_\_\_\_\_