

ACCEPTABLE USER POLICY
FOR
COMPUTER/INTERNET
TECHNOLOGY

MOST HOLY TRINITY SCHOOL

2009-2010

Introduction to Computer Technology

Most Holy Trinity School believes computer technology can positively affect the work and educational experience for students and staff. It is, therefore, a goal of the school to make computer technology available for all to use as they need.

In order to fulfill this commitment, it is essential to Most Holy Trinity School that computer hardware, software, data, networks, and licensing, etc. be maintained in a secure environment and be used in a responsible manner.

This document outlines the privileges and responsibilities of technology users of the school's computer/Internet technology in furtherance of Most Holy Trinity's goals. It applies to all computers and peripherals whether a part of a computer network or a stand-alone system.

Privileges for Students and Staff

All students and staff at Most Holy Trinity School, by exercising their privilege to access computer technology during school hours, imply acceptance of their responsibility to maintain the school's computer system and respect the property of Most Holy Trinity School.

Specifically:

- As technology is available to all in the school, it is essential that computer equipment be maintained in a functional state. All technology users have the responsibility to refrain from damaging or altering computer equipment provided by the school. This extends to either the physical damage or the changing of software configurations on any computer equipment and/or related peripherals.
- Technology users have the responsibility to keep food and drink products away from computers and other technology equipment and out of the computer classroom labs.
- Technology user-accounts are established for the private use of the person for whom they are created. All technology users have the responsibility to refrain from using other person's accounts under any circumstances without the express consent of that person. Technology users further have the responsibility to protect their own accounts from improper use by other users.
- It is the responsibility of all technology users to ensure that they do not introduce any software to the computer systems, either as a stand-alone or a part of the computer network, which would be detrimental to the integrity of the total computer system. It is the responsibility of all technology users to ensure they do not introduce computer viruses to electronic files that may damage the school's computer system.
- It is the responsibility of all technology users to refrain from deleting or otherwise altering any electronic files they do not own. Use Ownership of electronic files is defined as electronic files a technology user may create using an application program such as Microsoft Office.

- It is the specific intent of the school to be in compliance with the various copyright laws. Only specifically authorized school district personnel are permitted to introduce and/or to install new software to any computer system owned by the school. It is the responsibility of all technology users not to copy programs from any computer system for their own personal use, to provide programs to others, or to sell programs. (C of Diocese Policy # 6142.1)
- In that there are electronic files and application/programming programs on the various systems used in support of the mission or responsibilities of Most Holy Trinity School, it is the responsibility of all technology users not to access any electronic files or application/programming programs for which they have not been given specific permission or authorization.
- Privacy is a concern of computing systems. All technology users have the responsibility not to violate any other user's privacy by reading or copying electronic files for which they lack authorization.
- The playing of recreational games by students is not allowed. If a student has extra time, they can read a book.

The Internet for Students and Staff

The Most Holy Trinity School believes the Internet offers a unique opportunity for research to all users of the school's resources. However, this opportunity also poses some extra responsibilities and provisions to all who access the Internet. As a technology user of the Internet, the school has certain responsibilities to our Internet provider. These responsibilities are shared by all who have an Internet access account.

- Internet users have the responsibility not to attempt to represent themselves as another person, whether by another user of our computer system or someone outside our computer system, nor to use or alter electronic files belonging to other users, accounts belonging to others, or to alter passwords belonging to others.
- Internet users have the responsibility to respect copyright laws on the Internet as it pertains to programs or electronic files belonging to others.
- Internet users have the responsibility to respect the integrity of the computer systems and not to introduce programs to harass other computer users or to infiltrate other computer systems and/or damage other computer systems or operating systems.
- Internet users have the responsibility not to engage in advertising for products or services.
- Internet users have the responsibility not to involve themselves in the creation or the forwarding of chain-letters to other Internet users.
- Internet users have the responsibility not to access electronic files considered to be abusive, obscene, offensive, pornographic, or prejudicial against individuals or groups. In order to monitor student activity online, students will be assigned a specific computer for their use.

- Internet users have the responsibility to request permission prior to subscribing to new groups or lists from the Internet.
- Internet users have the responsibility to refrain from sending harassing or abusive E-mail to any other computer user on the Internet and to report the receipt of such E-mail to authorized school district personnel.
- Internet users have the responsibility to refrain from playing interactive or other types of games on the Internet.

Most Holy Trinity School reserves the right to monitor the usage of the computing facilities related to the staff and the student use of the Internet to ensure all users are adhering to their responsibilities. The school further reserves the right to take appropriate disciplinary action against individuals who fail to comply with this Acceptable User for Computer/Internet Technology Policy.

To enjoy the technology facilities of the school, students and staff must sign the Acceptable User for Computer/Internet Technology Form attached.

Consequences of Inappropriate Network Behavior

Any member who does not comply with the Information Access and Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges.

The system administrator will determine what is inappropriate use based on the Electronic Information Access and Use Policy and their decision is final. The system administrator may close an account at any time for infractions.

Members violating any of these **rights** and **responsibilities** may face additional discriminatory action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

Challenges

Challenges to district information sources shall be made in writing and shall state the reasons for the challenge. A district appointed panel shall review the challenge and determine its appropriateness.

Definitions

Most Holy Trinity School equipment includes but is not limited to computers, disk drives, usb drives, printers, scanners, networks, video and audio recorders, cameras, photocopiers, phones, fax and other related electronic resources.

Software includes, but is not limited to computer software, print and non-print resources.

Networks include but are not limited to all voice, video and data systems.