

St. Francis High School

Policies for acceptable use of computer network and internet services

St. Francis High School is pleased and proud to be able to offer a variety of technological equipment and services for use by students, faculty and staff. These technology and information services are intended to support and enhance the spiritual and educational mission of the school. At all times, users are expected to maintain and conduct themselves according to the high standards of behavior established by St. Francis High School and supported by their families and in accordance with the Discipline Code and Rules of the *Student Handbook*.

Access to this equipment and service is a privilege, not a right, and may be withdrawn from those individuals who choose to violate these policies. Furthermore, if circumstances warrant, disciplinary action may be taken by the school at the discretion of the Administration in accordance with the Discipline Code and Rules and procedures in the *Student Handbook*. If necessary, law enforcement agencies may also become involved.

Each student who requests it and has returned the properly signed permission form will be granted a user name and password for the school's network. As part of his account, he will be allotted 5 MB of storage space on the network. Additional space can be acquired for academic projects by contacting the systems administrator. This network identity will also allow him access to the Internet through the school's Internet provider.

Supervision and site filtering software will be used by the school to control access to Internet sites and material that the school may deem objectionable. Although attempts will be made to screen Internet materials, it should be noted that offensive matter may elude these controls. If a user mistakenly gains access to inappropriate information, he/she shall have the duty, responsibility and obligation to immediately inform a member of the faculty or the system administrator.

In addition to the foregoing, each student shall adhere to the following rules:

1. Students will employ only the software and services provided by St. Francis High School on school equipment. Students will not install software of any type, nor will they alter or destroy the established configuration of the school's computer systems without the explicit permission of the system administrator.
2. Students will observe the Copyright Laws of the United States with regard to the installation, copying and duplication of copyrighted materials and software.
3. This equipment will not be used for commercial purposes (buying and selling of goods/services.)
4. Students will not employ any of the technology equipment at St. Francis High School to obtain, download, send, print, display or gain access to or to transmit materials that are unlawful, obscene, pornographic or abusive.
5. All Students must refrain from any form of personal attack toward any other individual or group, including, but not limited to, obscene, threatening, disrespectful or inflammatory language or images.
6. Students are not permitted to communicate with other individuals through on line services (e.g. chatrooms, instant messaging, etc.) without the express permission of the system administrator.
7. Students will respect the privacy and rights of others. They will not disclose personal information about themselves, of other students or faculty through the school's network. They will not try to learn others' passwords or gain access to their personal materials. However, it should be noted that system administrators will have access to all files and will make files available to the administration of the school upon request.

8. Students will not use the computer equipment for non-academic activities when others require these resources for academic purposes.

9. Laptop computers or notebook computers may be used by students in the classroom at the discretion of the teacher. A student who uses their laptop/notebook on campus is subject to all the rules of the School's Acceptable Use Policy. Likewise laptops/ notebooks are subject to examination and search by a school administrators if it is believe that they may contain prohibited materials. Students who bring their personal laptops/notebooks to school are responsible for their security. The school will not assume liability for lost or stolen laptops/notebook computers.

St. Francis High School makes no guarantee that the services offered by this equipment will be error free or completely without defect. Therefore, St. Francis High School will not be held responsible for problems related to loss of data, interruption of services or deliveries, and takes no responsibility for the accuracy or quality of the information obtained from the Internet via this network.

St. Francis High School Acceptable Use Agreement

For the student:

I hereby attest that I have been provided a copy of the *Acceptable Use Policy* of St. Francis High School with regard to student use of the school's technology equipment and services. I agree to abide by these policies as outlined.

I further understand that failure to comply with these standards may result in the withdrawal of my computer privileges and possible disciplinary action by the school. In addition, should it be appropriate, legal action may also be taken.

I understand that if this policy is changed in the future, I will be informed of these changes and will be expected to abide by them.

User's Full Name _____

Signature _____

Date _____

User ID _____ (network administrator will provide this ID)

For the parent/guardian:

As the parent or guardian of this student, I have reviewed the St. Francis High School *Acceptable Use Policy*. I understand that the purpose of this equipment and Internet access is to enhance the spiritual and educational mission of the school.

Although St. Francis High School will take precautions to avoid objectionable material, I also recognize that it is impossible for St. Francis High School to completely eliminate the possibility of access to all controversial materials and I will not hold the institution or its agents responsible for materials acquired and/or viewed on the network.

I hereby give my permission to the school to issue an account for my son.

Parent/Guardian's Name _____

Signature _____

Date _____