

ACCEPTABLE USE OF THE INTERNET AND RELATED TECHNOLOGY

Introduction

This policy applies to all students, staff, teachers, parents, volunteers or other third parties (including vendors, consultants, visitors and business partners) here and after, "users", having access to the School Information Systems, as defined below. This policy defines the use of Information Systems, including the appropriate use of the Internet, intranet and e-mail systems whether accessed from external or internal environments. Further, this policy applies to student participation in discussion groups, chat rooms, blogs, message boards and similar forums. All users of the School's Information Systems are expected to comply with this policy. Highland Catholic School has the right to depart from this policy.

Definitions:

Privilege

Use of School Information Systems is a privilege which may be revoked at any time by the School. It is not a right. " *Information Systems*" means technology used by the School to store, retain, receive, transmit or permit access to School communications systems, such as voice systems, e-mail systems, fax systems, scanners, servers, workstations, computers (including stand alone), removable media (disks, USB storage devices, CD's, etc.), software, data files, and internal and external communications networks (e.g. intranets, Internet, commercial online services, and private networks).

Privacy

No user shall have any expectation of or right of privacy in connection with use of the School's Information Systems. All users acknowledge and understand that the School has, at all times, the right to monitor its Information Systems, including without limitation the right to inspect and review all files, messages, information, and materials transmitted, received, or stored on its Information Systems and, as deemed appropriate by the School, to use all such information in conjunction with any investigation and prosecution of a criminal matter or as part of any investigation of non-compliance with School policies.

Acceptable Use

Every User is required to act in a responsible, ethical and legal manner and in a manner which respects and protects the rights of others, as well as complies with School policies. Further, use must be in support of instructional, educational, research, administration, and other activities consistent with the mission of Highland Catholic School. Occasional personal use of School Information Systems is permitted if such use does not interfere with work or educational performance, unduly impact the operation of the School systems, result in significant expense to the School, or violate School policy or the Code of Conduct.

Unacceptable Use

All other uses of School Information Systems is unacceptable, including the following such uses, which are strictly prohibited:

1. Providing, assisting in or gaining access to unauthorized systems, data or information.
2. Use of another person's password, account or information.
3. Use, distribution or collection of fraudulent, harassing, obscene, threatening or other inappropriate material. Material that may be

viewed as fraudulent, harassing, embarrassing, malicious, sexually explicit, defamatory, profane, hostile, intimidating, or otherwise inappropriate or offensive, including comments that could be deemed to violate applicable laws or otherwise deemed offensive on the basis of race, age, sex, sexual orientation, religion, political beliefs, national origin, or disability may not be sent, viewed, downloaded or displayed on or stored in School Information Systems. Any person that knows of or receives such information shall notify school administration promptly.

4. Use of technology for commercial, political or profit-making enterprise.
5. Making or distributing unauthorized or illegal (pirated) copies of licensed software, music, etc.
6. Transmitting or copying copyrighted material without the permission of the author or in a manner that is unlawful. Installing unapproved software on technology of Highland Catholic School without written consent.
7. Using Information Systems to violate the laws of any city, state, the United States, or policies of Highland Catholic School.
8. Encouraging or helping others to violate any of the above and/or not reporting knowledge of actions of others which violate any of the foregoing rules.
9. Discussing, revealing (implicitly or explicitly), downloading, or transmitting confidential information or school records contrary to School policy.
10. Browsing certain Web-sites that contains obscene, sexually explicit, offensive or similar material. Any user connecting with such a site must immediately disconnect.
11. Concealing or misrepresenting one's identity.
12. Entering any online agreements that bind the School without the advance permission of school administration
13. Gaming.

Sanctions for Unacceptable Use

Unacceptable use may result in one or more of the following:

- Suspension or cancellation of use or access privilege.
- Discipline including suspension, expulsion, exclusion or termination of employment.
- Payment of loss, damage or injury.
- Civil liability.
- Criminal investigation and prosecution.

Information Sharing

All information sharing by a User is, at all times, subject to the School privacy policy, including its school records policy. School publications, hand-outs, files, applications, internal memos, classroom lists, class directories, school records or confidential information of the School may not be posted on the Internet or intranet or transmitted by e-mail unless such posting is consistent with School policy or has been approved in advance by school administration.

To the extent permitted by applicable law, all content posted, retained, downloaded, received or transmitted on School Information Systems, including e-mails, becomes the property of the School. Before posting or downloading material to the intranet or downloading information from the Internet, users must confirm the information's compliance with the School policies.

Passwords and Access Control

Users must utilize a password to obtain access to the School networks and systems, including the Internet and intranet. Every user logging into School computer systems, networks, or systems, must acknowledge and agree to be subject to this policy as well as any "Access" policies posted on or near such systems. All third party access to the intranet is strictly prohibited without first obtaining the permission of school administration.

Passwords must be treated as confidential information. Passwords must never be shared or revealed to anyone unless permitted by school administration. This means passwords should not be written down and left in places easily accessible. Users are responsible for safeguarding their passwords and other access codes. Users may not access School systems using the password or account of another person or user.

Electronic Mail Policy

For purposes of this section, the term "e-mail" includes Instant Messaging ("IM"), Short Messaging Systems/Services (text-messaging) used on cellular phones, and other similar methods of sending messages electronically from one person to another, including all future messaging technologies. Users may use e-mail for purposes permitted by this policy, but for no other purpose.

Again, all data stored, and all messages and information created, sent, received or retained in the School e-mail system are and remain the property of the School. The School shall have the right to monitor e-mail and utilize such e-mail consistent with this policy. The School may disclose the contents of e-mail as deemed appropriate by School Management without notice.

Users may not use fictitious names, forward e-mails containing confidential information without the permission of the sender, or alter an e-mail message written by others and forward without the sender's permission or clear indication that the text has been altered.

Cyber-bullying:

Any form of cyber-bullying, on or off school grounds will not be tolerated and the sanctions listed above may be applied.

Adopted: 4/08

Review date: 4/11