

# OUR LADY OF SORROWS SCHOOL

## ACCEPTABLE USE POLICY FOR COMPUTER NETWORK/INTERNET

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, volunteers, and others affiliated with the school. Network and Internet access is provided to further the legitimate educational goals of this institution. Members of the school are encouraged to use the computers, electronic devices, software packages, and electronic mail for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through school computer services are and remain in the property of the school. All users 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. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Appropriate or acceptable educational uses of these resources include:

- Information and news from research institutions
- Access to many libraries and museums
- Electronic mail communication to facilitate learning projects
- Public domain software
- Current information on local, state, national, and world events

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to those uses that violate the law, violate the rules of the network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- Transmission of any material in violation of any U.S. or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, sexually explicit, or obscene material; material that expresses bigotry, racism, or hate; or material protected by trade secret is prohibited.
- Inappropriate use of social networking websites, chat rooms, and cyberbullying.
- Use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network, Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited.

Access to the school's e-mail and similar electronic communications systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's e-mail or similar electronic communications or to use another person's name, e-mail or computer address to send e-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via e-mail.
- The school reserves the right to access e-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- Any information contained on the school's computer's hard drive or computer disks which are purchased by the school are considered property of Our Lady of Sorrows School.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of the principal regarding inappropriate use of the technology or telecommunications resources is final. Monetary reimbursement will be sought for damage necessitating repair or replacement equipment.