

# THE ACADEMY OF ST. FRANCIS OF ASSISI

## Internet and Technology Resources Acceptable Use Policy

The Academy of St. Francis of Assisi School offers Internet access for student use. This document is the Acceptable Use Policy for use of the computers and other technology resources of the school. While the generic term "computer" and "computer system" are used in this policy, this policy shall apply to all school owned computers and other technological resources (audiovisual equipment, etc.) located on school grounds. This policy shall apply to all electronic databases and software as well as to physical equipment. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality activities. It has not been established as a public access or public forum and The Academy of St. Francis of Assisi has the right to regulate the material you access or post, to insure that all use of the system is in accord with the Christian philosophy of the school, and enforce all rules set forth in the school's disciplinary code, diocesan policy, and the laws of the United States and the state of New Jersey. Further, you may not use this system for commercial purposes to offer, provide or purchase products or services through the system. Access to the Internet is available through this school only with permission of the principal or her designee and parents indicated by the signing of an Internet Use Agreement.

The following uses of this system are unacceptable:

### 1. Personal Safety

- You will not post contact information (e.g., address, phone number) about yourself or any other person.
- You will not agree to meet with someone you have met online. Any contact of this nature or the receipt of any message should be reported to school authorities immediately.

### 2. Illegal Activities

- You will not attempt to gain unauthorized access to this or any other computer system or go beyond your authorized access by entering another person's password or account number, or by accessing another person's files.
- You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- You will not attempt to modify any of the school's computers or computer systems by changing system, hardware, or software configurations.
- You will not use the system to engage in any other illegal act.

### 3. System security

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- You will immediately notify a teacher or the system administrator of any system problems.
- You are not to download material of any kind from any other computer system or the Internet without the express permission of your teacher or the system administrator. You are not to load or install any program files or software onto the school's workstations or system.

### 4. Inappropriate Language

- On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will use language consistent with our Catholic Christian philosophy and values. You will not use obscene, profane, lewd, vulgar, rude, infJalTlmatory, threatening, or disrespectful language.
- You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

### 5. Respect for Privacy

- You will respect the privacy of others by not reposting a message that was sent to you privately without permission of the person who sent you the message. You will not post private information about yourself or another person.

### 6. Respecting Resource Limits

- You will use the system only for educational and career development activities.
- You will respect the rights of others to use the system by not using the system for longer than the time prescribed by your teacher or system administrator.
- You will not post chain letters or engage in "spamming" (that is, sending an annoying or unnecessary message to a large number of people).
- You will use the e-mail capabilities of the system only with the express permission of your teacher or the system administrator. You may not establish a private e-mail account to use on the school's system, nor will you access your personal e-mail account from the school's system.
- You may access internet newsgroups, discussion groups, chat rooms, instant messaging services and bulletin boards only with the express permission of your teacher or the system administrator. Such requests will only be granted if the access or material being sought is directly relevant to your education or career development.

## 7. Plagiarism and Copyright Infringement

- You will not plagiarize words or ideas that you find on the Internet.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Direct any questions regarding copyright law to a teacher.

## 8. Inappropriate Access to Material

- You will not use the school's computers to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).
- Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.

## 9. Your Rights

- The Internet is considered a limited forum, similar to the school newspaper, and therefore the school can restrict your right to free speech. Any exercise of free speech using the school's computers must be in keeping with Catholic Christian values as expressed in the school's philosophy.
- You should expect no privacy or permanency of the contents of your personal files on the school's computer system. Routine maintenance and monitoring of the system will occur, and may result in the viewing and/or removal of your files. An individual search will be conducted if there is reasonable suspicion that you have violated any of the terms of this policy, the school disciplinary code, or the law.

The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school's computer system. Any violation of the terms of this policy will be subject to disciplinary actions. The school may, at any time, place restrictions on your use of the school's computer system.

The school makes no guarantee that the functions or the services provided by or through the school's system will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations you may incur while using the system.

The school fully expects that you will follow the directions of your teachers and other school authorities in all matters regarding access to information using the school's computer system. All uses of the system must show a respect for the rights of others and the dignity of the human person. All behaviors will reflect this policy.