

# Diocese of Tucson Computer and Information Resources Acceptable Use Policy

Diocese of Tucson member schools provide computer and information resources, including network and Internet access, for the purpose of instruction, research, and school administration. Use of the Internet for educational purposes will assist students in identifying resources, gathering information, and developing technical skills necessary for life and work in the 21<sup>st</sup> Century. The use of computer and information resources at member schools is a privilege, not a right, which may be revoked at any time. Effective operation of each school's information resources requires efficient, ethical, and legal use, governed by the guidelines stated herein. Any activity deemed inappropriate by Diocese of Tucson member schools is prohibited, even though not expressly set forth in this Acceptable Use Policy.

The Diocese of Tucson member schools reserve the right to restrict, monitor and record all computer, network and Internet usage. The Diocese of Tucson and member schools will not be responsible for:

- unauthorized costs incurred by students
- the accuracy or quality of information obtained through the Internet
- user negligence or mistakes
- any consequences resulting from software or equipment failures, delays, nondeliveries, misdeliveries, or service interruptions
- consequences of unauthorized entry

## **1.0 ACCEPTABLE USE**

1.1.0. Use of computer and information resources will be consistent with the educational objectives of Diocese of Tucson member schools and limited to uses supporting instruction, research and school administration.

1.2.0. Before students may access network or information systems, they will complete a Computer and Information Resources User Agreement (attached as Appendix A). Diocese of Tucson member schools may augment or modify this User Agreement to fit their unique requirements.

1.2.1. The Computer and Information Resources User Agreement will be renewed annually.

1.2.2. Copies of the signed agreements will be retained for at least two years.

1.3.0. Use of another organization's network or computing resources will comply with the rules appropriate for that network.

## **2.0 UNACCEPTABLE USE**

2.1.0. Unacceptable use of computer and information resources include the following:

2.1.1. uses for illegal activity or the transmission of material that violates federal or state laws, including copyrighted material, illegal, threatening, harassing, violent or obscene material. Any transmission or reception of pornographic material is expressly prohibited.

2.1.2. uses that interfere with the work of other users or computer systems, or that disrupt the member school's network or results in the loss of another user's work

2.1.3. uses related to commercial activities, or those for financial or personal gain

2.1.4. alteration, removal or destruction of computer files not belonging to the user, installation of unlicensed software, creation of links to inappropriate materials, tampering with or disconnecting equipment, or vandalism of any kind

2.1.5. activities intended to circumvent computer security controls, including attempts to crack passwords, decode encrypted files, or discover unprotected files

2.1.6. uses relating to invasive software of any kind, including the deliberate creation or passing of a computer virus, worm, Trojan Horse, or trap-door program code

2.1.7. uses that violate published acceptable use guidelines of technology service providers or remote computing sites

### **3.0 CONSEQUENCES OF UNACCEPTABLE USE**

The use of information resources is a privilege, and unacceptable use will result in the cancellation of those privileges and/or disciplinary action. Actions in violation of state and federal laws will be subject to prosecution by those authorities. The member school's principal and/or system administrator may revoke privileges at any time as required. Each member school will determine the appropriate school disciplinary action and/or violation guidelines.

## Computer and Information Resources User Agreement

I am applying for access to the computer and information resources of Saints Peter and Paul School, which includes access to the school's local area network (LAN) and the Internet. I have read (or my Parents/Guardians have explained to me) the attached Acceptable Use Policy for Computer and Information Resources. I agree to the rules of this User Agreement and to use the network and Internet responsibly. I understand that the loss of network privileges in no way releases me from academic responsibilities.

My network and Internet access will be used for educational purposes only, including assignments, research and projects under the direction of a teacher and/or technology administrator.

When using the school's Internet access, I will not disclose personal information such as home address, home telephone number, social security number, etc.

I will use school e-mail service and Internet access only when authorized and supervised.

I understand that e-mail messages and files stored on school server(s) are not private. I agree that network administrators may review my files, e-mail messages, or other network communications at any time.

I will promptly report to a teacher or technology administrator any message I receive that is inappropriate or makes me feel uncomfortable.

If I mistakenly access inappropriate information, I will immediately close the application and tell a teacher or technology administrator.

I understand that my network and internet activities may be monitored and reported to ensure the appropriate use of computer and information resources.

I will keep my logon ID and/or password confidential and will not share or alter a password. I will report known violations by other students to a teacher or technology administrator.

### *Prohibited Activities*

I will not possess, distribute or post any electronic data or printed materials not appropriate for school or educational purposes.

I will not post private information about another person or post false or defamatory information about a person or organization.

I will not use inappropriate language in any message or material posted on web pages. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in any communication sent from or to a school computer.

I will not install, download, or copy unauthorized or pirated software on school computers.

I will not use the school's computers for commercial, personal or financial gain.

I will not violate applicable copyright laws when using software programs or accessing the Internet, including unauthorized copying of licensed software, music, video, artwork, or any non-public domain material.

I will not plagiarize the work of others. I understand that plagiarism means representing or passing off the work, ideas, or words of another as my own.

I will not download or copy files or images from the Internet without the permission of a teacher and/or technology administrator.

I will not participate in any activity considered "spamming." I understand that this includes any annoying or unnecessary message sent to a large number of people.

I will not engage in any activity that bypasses or disables computer security controls, including attempts to crack passwords, discover unprotected files, decode encrypted files, or execute programs designed to hack computer systems.

I will avoid the spread of computer viruses by following the school's virus protection procedures. I will not deliberately create or pass on a computer virus, worm, Trojan Horse, or trap-door program code.

I will not attempt to alter, remove, or destroy computer files that belong to another user. I will not install unlicensed software, modify or delete software, create links to inappropriate materials, tamper with or disconnect equipment, or modify desktop settings.

I will not attempt to gain unauthorized access to the school network or to any other computer system through school workstations. I will not attempt to go beyond my authorized level of access.

**Acknowledgement of Student Responsibility**

I will take personal responsibility for my network account, for the content of any message sent from my account, and my uses of the school's computer and information resources. I understand that if I violate this agreement that I may lose computer and information resource privileges and be subject to disciplinary action, dismissal, and/or criminal liability.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent/Guardian Consent**

As Parent or Guardian of \_\_\_\_\_, a student at Saints Peter and Paul School, I have read the Diocese of Tucson Acceptable Use Policy for Computer and Information Resources, including the User Agreement. I have discussed with my child the contents and meaning of these documents. I release the Diocese of Tucson, my child's school, and their personnel from any and all claims and damages of any nature arising from my child's use of, or inability to use, applicable computer and information resources. I understand that this CONSENT will be in force for the duration of the student's enrollment at Saints Peter and Paul School.

My child may access the Internet while at school according to school and Diocese of Tucson rules:

Yes  No

My child may use a school e-mail account (if applicable at member school):

Yes  No

I  Do,  Do Not authorize the release of my child's picture to be used on the school's web pages (if applicable at member school)

I  Do,  Do Not authorize the release of my child's intellectual property such as artwork, poetry, essays, etc. to be used on the school's web pages (if applicable at member school)

Student's name (print): \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Parent/Guardian (print): \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_