St. Patrick School, Diocese of Grand Rapids

Computer Acceptable Use Policy

1. Technology equipment will be treated with proper care and used in the manner provided.

2. Students will not knowingly, or with intent to harm, install, load, or copy a virus or spyware onto any computer or network owned by the school.

3. Students will not abuse print server rights by:
   - Purposely sending blank pages
   - Printing documents that are very long in length (i.e. more than 8 pages)
   - Printing documents containing profanity, abusive language, or threats
   - Sending any unrecognized command causing fatal errors to the printer or printer queue
   - Printing documents for personal use (i.e. notes to friends, web pages, etc.) without permission. A 10-cent per page charge may apply.

4. Students will not give or willingly allow others to use their ID or password on the network.

5. Students will not encrypt any files stored on the network or local drive.

6. It is understood that files stored under a student's ID on a school computer or server or any disk/CD ROM owned by students or by the high school is under the supervision of the Network Administrator. All files stored on the server, floppy disks, and/or CD ROMs may be viewed by any staff member at any time.

7. Students will not under any circumstance circumvent security measures established by the Network Administration.

8. Students will not copy any application programs or file owned by, or licensed to, the Diocesan Catholic Schools for personal use.

9. Students will not delete any files or application programs owned by, or licensed to, the Diocesan Catholic Schools.

10. Students will not load or install any applications or programs on any computers or networks owned by the Diocesan Catholic Schools. This includes all shareware, freeware, and any compressed applications (i.e. files that are zipped, stuffed, etc.).

11. Students will not misuse the network by storing any graphic that is not intended for educational purposes on the server or local hard drive.

12. Student-owned copies of licensed sounds, clip-art, or icons, will be stored and retrieved from floppy disks or CD-ROMs only. The will not be saved or stored on the network or hard drives.

   Anyone violating this agreement will face disciplinary action!

Internet Acceptable Use Policy

Our computer network system gives students and staff access to an array of learning resources including the Internet. Use of the network and the Internet is governed by the values expressed in the mission statements of Catholic Secondary Schools. The same appropriate behavior and communication expected in the classroom, hallways and at every school activity is required of students using the network system and the Internet.

All Internet users agree to:
1. Respect the privacy of other users. Users shall not intentionally modify or obtain copies of files, data, or passwords belonging to other users or represent themselves as another user.

2. Respect the legal protection provided by copyright and license to programs and data.

3. Respect the integrity of the computer systems. Users shall not develop programs which harass other users or infiltrate a computer or computer system and/or damage or alter the software components of a computer or computing system.

4. Adhere to the values of our Catholic community when judging the appropriateness and content of material they access, transmit, publish or store on the network. Hate mail, obscene or pornographic material, harassment, discriminatory remarks, and profanity shall not be viewed, downloaded, or transmitted.

5. Respect the rights of others on the Internet. Students are expected to follow the generally accepted rules of network etiquette.

   These include, but are not limited to, the following:
   a. Use language and choose topics which are appropriate for a public discussion. Remember that most of what is transmitted on a network, including email, is neither private nor anonymous.
   b. Do not reveal personal addresses or phone numbers - your own or those of others.
   c. Do not misrepresent yourself.
   d. Do not use the network in such a way that you would disrupt the use of the network by others.

6. Use chat rooms and list serves only with staff permission and during teacher-directed activities.

7. Any user violating this acceptable use policy will face disciplinary action. Depending on the nature and the severity of the violation, possible disciplinary actions include:
   a. Users may be banned from further use of the Internet.
   b. Users may be required to make full financial restitution for any unauthorized expenses or damages incurred.
   c. Users may face additional disciplinary action as outlined in this handbook.
   d. Illegal activities may be reported to the appropriate law authorities.
   e. Nothing herein shall be construed as providing that the school must find a violation in order to ban a user from further use of the network and the school reserves the right to ban a user from the network for any reason whatsoever or for no reason.

I have read the terms and conditions of the Acceptable Use Policy and agree to comply with all conditions pertaining to school computers and the internet use:

Student Name:_____ Date:_____

Student Name:_____ Date:_____

Student Name:_____ Date:_____

Student Name:_____ Date:_____

Student Name:_____ Date:_____

Student Name:_____ Date:_____

PLEASE COMPLETE REVERSE SIDE →