

INTERNET ACCESS - TERMS and CONDITIONS

1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of ST. ANNE SCHOOL. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) **NEVER** reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a ST. ANNE SCHOOL faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of ST. ANNE SCHOOL has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts .

3) Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages

- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

- c) All communications and information accessible via the network should be assumed to be private property.

4) Electronic Mail (E-Mail)

Whenever you send electronic mail, your name and userID are included in each message You are responsible for all electronic mail originating from your userID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail

- c) The school/institution reserves the right to access E-mail to retrieve school/institution 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.

- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.

- e) Forgery (or attempted forgery) of electronic mail is prohibited.

- f) Attempts to send harassing, obscene and/or other threatening e-mail otherwise known as "Cyberbullying" to another user is prohibited.

- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

5) Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator, or send an e-mail message to ST. ANNE SCHOOL. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

6) Updating Your User Information

If any information on your account changes, e.g., telephone number, location, home address, it is your responsibility to notify the system administrator.

7) Services

Diocese of Allentown and ST. ANNE SCHOOL make no warranties of any kind, whether expressed or implied, for the service it is providing. ST. ANNE SCHOOL and will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. ST. ANNE SCHOOL specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Adopted by ST. ANNE SCHOOL, 375 HICKORY ST, BETHLEHEM, PA on 4.24.14

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