

ST. ANNE SCHOOL
ACCEPTABLE USE POLICY
For
USE OF THE COMPUTERS, NETWORK, INTERNET,
ELECTRONIC INFORMATION AND COMMUNICATIONS

Please read the following carefully before signing this document. This is a legally binding document.

SECTION ONE: GENERAL, COMPUTING POLICY

Overview

Computers, handheld devices, network, Internet, electronic communications and information systems (collectively "CIS systems") provide vast, diverse and unique resources. Access to the School's electronic communication systems and network is granted to responsible users for educational purposes, and terms of use are outlined in this document. This access includes Internet access, whether wired or wireless, or by any other means.

1) Acceptable Use

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a) Applying for a user ID under false pretenses

- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)

- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration
- g) Copying programs purchased by you onto ST. ANNE SCHOOL computers and/or the network systems, without the express, written consent of ST. ANNE SCHOOL .
- h) Copying programs licensed ST. ANNE SCHOOL for personal use.
- i) Abusing and disrupting electronic equipment and/or systems.

2) Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords
- c) Copying, deleting, or moving system files

- d) Deleting, examining, copying, or modifying files and/or data belonging to other users
- e) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g) 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.
- h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

SECTION TWO: INTERNET ACCESS

Internet access is now available to employees and students of ST. ANNE SCHOOL. This access is being offered as part of a collaborative project involving ST. ANNE SCHOOL and ST. ANNE SCHOOL (ISP) We are pleased to bring this access to ST. ANNE SCHOOL and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at ST. ANNE SCHOOL by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- * electronic mail communication with people all over the world;
- * access to many University Library Catalogs, the Library of Congress, and ERIC or other academic databases,
- * public domain and open source software of all types;
- * information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- * online learning communities where academic collaboration and discussion are encouraged;
- * institutions of higher academic learning where students may earn college credits which will satisfy academic requirements towards bachelorette degrees.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. ST. ANNE SCHOOL has taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, ST. ANNE SCHOOL firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a ST. ANNE SCHOOL user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited

to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.