

Conditions and Rules for Acceptable Use of Technology at Sacred Heart Academy

1. Acceptable Use

- a. The purpose of computer technology, and specifically the Internet is to facilitate communications in support of research and education by providing access to unique resources and an opportunity for collaborative work. The use of your **user** account must be in support of and consistent with the educational objectives of Sacred Heart Academy. Access to the Internet is made possible through an appropriate provider to be designated by Sacred Heart Academy at its sole discretion. Sacred Heart Academy and all users of the Internet must comply with existing rules and Acceptable Use Policies, which are incorporated into this document and are available from Sacred Heart Academy.
- b. Transmission of any material in violation of any United States or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use for commercial activities is not acceptable. Use for product advertisement or political lobbying is also prohibited unless approved by the administration.
- d. Non-academic activities on the computer during school hours are prohibited. This includes, but is not limited to, downloading music, games, video clips and personal material. Students may not be on websites that are unrelated to school work during school hours. A violation of this rule will result in the loss of computer privileges for a period of time determined by school administration, **based on the offense**.

2. Privilege

*The use of **the** Internet is a privilege, not a right.* Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. **Act within the framework of Catholic tradition, demonstrating honesty, integrity, and respect for the rights and privacy of others.** The principal of Sacred Heart Academy, under this agreement, and *after a fair hearing*, has the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon her determination of inappropriate use by account holder or user, as set forth in the section **Penalties for Improper Use** below.

3. E-Mail

Each student will be issued an e-mail account in her name and will be instructed in its use. This account will be accessible at school and from home and elsewhere over the Internet and is intended to support the teaching and learning missions of the school. As such, the student is expected to check her e-mail on a regular basis, preferably daily, since important announcements will be issued through this medium. In addition, some teachers may use the e-mail system to distribute assignments and/or to collect homework and projects. For the student's protection, she must not allow others to use her e-mail account and must keep her password secure. If a student feels that her account has been compromised in any way, she should immediately inform the system administrator, who will verify her account. There is to be no emailing during class time unless instructed by the teacher. As is the case with chat rooms, use of web-based e-mail, such as MSN, AOL, hotmail, or Yahoo, is not allowed on school computers for security reasons and, again, for the protection of the students. Even though the school has installed filters to prevent access to such services, attempts to do so are nonetheless in violation of this policy.

4. Monitoring

Sacred Heart Academy reserves the right to review any material or user accounts and to monitor file server space; Sacred Heart Academy shall respect the privacy of user accounts.

5. Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette.

These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others. Students are responsible for checking their SHA e-mail and class websites on a daily basis.
- b. Use appropriate language. Vulgarities or other inappropriate language are not permitted. Do not engage in activities which are prohibited under state or federal law, *including but not limited to threats of physical harm or violence that may create the likelihood of material disruption of the school's operation.*
- c. Do not reveal your personal address or phone numbers of students or colleagues.
- d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities and may result in the loss of user privileges.
- e. Do not use the network in such a way that you would disrupt the use of the network by other users.

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

6. No Warranties

Sacred Heart Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sacred Heart Academy will not be responsible for any damages a user suffers. This includes loss of data resulting from delays or service interruptions. Use of any information obtained via the Internet is at the user's own risk. Sacred Heart Academy specifically disclaims any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain and consider how valid the information may be.

7. Security

- a. Security on any computer system is a high priority, especially when the system involves many users. Users must never allow others to use their passwords.
Users should also protect their password to ensure system security and their own privilege and ability to continue use of the system.
- b. The school requires that Sophos Anti-virus protection be installed on every computer that connects to SHA's network.
- c. If you think you can identify a security problem on the Internet, you must notify the system administrator. Do not demonstrate the problem to other users.
- d. Do not use another individual's account without expressed written permission of the account holder.
- e. Attempts to log on to the Internet as a system administrator may result in cancellation of user privileges.
- f. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the Internet by the principal of Sacred Heart Academy.
- g. Any user of any networked computer within Sacred Heart Academy will not attempt to gain access via the local area or wide area networks to databases that are secure and proprietary. Even well-intentioned or innocent attempts to access information from local (i.e., non-Internet) networks can cause breakdowns or otherwise impair these data sources. Therefore, users will not attempt unauthorized access to these networks for any reason.
- h. Do not misrepresent the person creating or sending a file or message.**
- i. Never attempt to "hack", gain unauthorized access to school networks or to disable or destroy computers, peripherals, network hardware or data.**
- j. Never open e-mail attachments or download files that could contain viruses.**

8. Vandalism and Harassment

- a. Vandalism and harassment will result in cancellation of user privileges, *as well as other sanctions described in the section Penalties for Improper Use* below.
- b. Vandalism is defined as any malicious attempt to harm, modify, and/or destroy data of another user, Internet or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creating of computer viruses.
- c. Harassment is defined as the persistent annoyance of another user or the interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail.

9. Procedures for Use for Desktop Computers Owned by SHA

- a. Student users must sign in legibly on the appropriate log or register in the classroom each time they use the network.
- b. Students may not enter any "chat rooms" at any time from any school computer. This includes messenger and pager services.
- c. Students may not download or install any programs to the hard drive of a SHA desktop computer
- d. Students working on desktop computers in the library must have the sound turned off.

10. Student Responsibilities

Each student is responsible for the following procedures regarding student laptops:

- a. Computers are not to be left in hallways or on tables in the cafeteria. During gym class or after school athletic activities, they are to be stored in the student's locker.
- b. If a student's battery has failed, she may plug it in to re-charge before school, during a study, or after school in the cafeteria.

- c. Students may not leave class if they have a problem with their computer. They are to see Mr. Foley during a study or after school. Due to the volume of students who have laptops, Mr. Foley and any other service people provided by Dell or Lenovo may not be able to immediately fix the laptop. An effort will be made to address the problems as quickly as possible. There are desktop computers available in the library for students' use. Therefore a laptop problem will ordinarily not be an acceptable excuse for late work.
- d. Students are responsible for making regular back-ups of their work. "Computer failure" is normally not an acceptable excuse for late work.
- e. Students are to come to class with their laptops fully charged. Students are not permitted normally to plug in computers in the classrooms, except for the technology center.
- f. All computers **MUST** be kept in the designated laptop case at all times. A detention will be the result of traveling with a computer not in the proper case. The school, Dell, or Lenovo are not responsible to repair damages that occur to computers because they were not in the proper case.
- g. Students **MUST** have their names on their laptop cases.
- k. If it is a leased computer (Class of 2012 & 2013), **the laptop is the property of DDI Leasing Co.** Students may not put decals, stickers, or any permanent writing on the laptop. **If a computer is permanently marked, the student's parents are responsible for purchasing the computer from DDI Leasing Co.**
- i. Students must treat the laptops with responsibility and with care.
- j. **For leased computers, if any damage is done to the computer which is not covered by warranty or if the computer is lost, the student's parent will be responsible for purchasing and/or repairing the computer.** Failure to make payment will result in the permanent loss of computer privileges at Sacred Heart Academy and possible suspension at the discretion of the Administration.

Students are responsible for the following procedures regarding net work, Intranet and Internet use:

- a. A student **MUST NOT** give her password to anyone! If a student feels her password has been compromised, she needs to see Mr. Foley immediately. In the case of a student sharing a password for e-mail, she is responsible for the content of all e-mail sent from her account.
- b. Students are responsible for checking their SHA e-mail and class websites on a daily basis.
- c. Students who have problems accessing folders on the network are to see Mr. Foley from 2:10 p.m. to 4:00 p.m. in his office or Dr. Christophy in Room 349. Mr. Foley and Dr. Christophy are also available when not teaching.
- d. Student may not use any other e-mail at school other than SHA e-mail. The use of any other e-mail will result in the loss of computer privileges for 45 days. During this time students may not bring their laptops to school nor use any computer in the school building. All class work and assignments needing to be completed on the computer will have to be completed at home.
- e. Any use of Instant Messaging or text of any kind while at school is **NOT** permitted. Students are responsible to exit all applications before coming to school. Any violation of this policy will result in the loss of computer privileges for 45 days.
- f. Students are **NOT** permitted to share homework, test or quiz information via e-mail. The policies for academic dishonesty apply here as well as the loss of computer privileges for 45 days.
- g. Entering chat rooms or weblogs (Blogs)-other than those assigned by a teacher is **NOT** permitted during school hours. Any violation of this policy will result in the loss of computer privileges for 45 days.
- h. Students may not play games or participate in on-line gambling at anytime while at school. The 45 day penalty applies.
- i. Students may not enter information or be on personal websites while on the school property. These include but are not limited to MySpace.com; Facebook, Kazaa, Bearshare; iTunes, etc. **Bypassing network filters via proxy sites or "tunneling" methods constitutes a serious violation.** Loss of computer privileges for 45 days will result.
- j. If a student is concerned for the safety of her computer, she may leave it in the office until 3:30 p.m. at which time the office closes. Computers left in the office will be available at 7:15 a.m. the following morning.
- k. When working in common areas, students should turn the sound on their computers off.
- l. Students may not post to personal website anything bearing the name of Sacred Heart Academy or its employees.

Students are responsible for proper network etiquette:

- a. Students will use appropriate language in e-mails and on websites. Language or pictures that are inappropriate or vulgar will result in a loss of e-mail privileges, computer privileges and any other disciplinary measure deemed by the Administration.

- b. Cyber-bullying is not permitted since it shows disrespect for another person. Students using the Internet to bully another student will lose computer privileges and be subject to further disciplinary measures.
- c. Students may not use the name of Sacred Heart Academy when posting from home on any website such as Facebook, MySpace, etc.

11. Encounter of Controversial Material

In compliance with the Children's Internet Protection Act (CIPA), the school has implemented Internet filtering software to restrict access to Internet sites containing material harmful to minors. Since these tools are not foolproof, users may accidentally or incidentally encounter inappropriate material. In such instances, the user must immediately disconnect from the questionable site and report the problem to a teacher, one of the librarians or to the technology director directly. Failure to do so may result in sanctions as outlined in the **Improper Use** section below. In similar fashion, the filtering software incorrectly may block sites that are of legitimate area of academic research. In those instances, the filters for those specific areas may be temporarily or permanently unblocked by the technology director in consultation with the principal.

Students and faculty may not otherwise disable the filtering software at any time when students are using the Internet if such disabling will cease to protect against access to inappropriate material.

12. Printing On School Printers

1. Students may only print material related to school assignments on school printers.
2. Students may not print during class without the teacher's permission. Students may never print during morning prayer or the morning announcements.
3. Students are asked to be conscious of paper consumption and to print **ONLY** what is necessary. Students should not print the same assignment to two printers at once.

Penalties for Improper Use

1. After the opportunity for a fair hearing, any user violating these rules, applicable state and federal laws or posted classroom and Sacred Heart Academy rules is subject to disciplinary action as determined by the principal. This may include suspension of privileges or suspension from school.
2. In addition, pursuant to the State of Connecticut law, any unauthorized access, attempted access, or use of any state computing and/or network system is a violation of the State Penal Code and/or other applicable federal laws and is subject to criminal prosecution.
3. Violation of these rules will result in loss of computer privileges for 45 days.

USER: I understand and will abide by the above Conditions, Rules and Acceptable Use Guidelines. I further understand that any violation of the Conditions, Rules and Acceptable Use Guidelines is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, and disciplinary and/or appropriate legal action may be taken.

Signature of Student User

Date

Print Name _____ Grade _____

PARENT/GUARDIAN: As the parent or guardian of this student, I have read the Acceptable Use Guidelines. I understand that her access is designed for educational purposes. I also recognize that it is impossible for Sacred Heart Academy to restrict access to controversial materials acquired through the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account of my child and certify that the information contained on this form is correct. I accept full financial obligation if this is a leased laptop. I will pay the annual technology fee by May 1st. Furthermore, I understand that the leased laptop is property of DDI Leasing Co., and must be returned to the school immediately upon the withdrawal of my daughter from Sacred Heart Academy or if the annual technology fee is 30 days late.

Signature of Parent

Date

Print Name _____