ST. ANN SCHOOL AND PARISH
COMPUTER ACCESS AND INTERNET USE POLICY

St. Ann Parish and School Computer, Network, and Internet Student, Staff, Parishioner and Community Member Acceptable Use Policy

INTRODUCTION AND CODE OF ETHICS

St. Ann Catholic Parish and School strongly promote the use of electronic technologies in the educational process. St. Ann Parish and School provide access to information resources in a variety of formats. Together these allow students, staff, parishioners and community members to access current and relevant resources provide opportunity to communicate in a technologically rich environment, and become responsible, self-directed life long learners.

The use of technology within St. Ann Parish and School is a privilege extended to students, faculty, parishioners and community members to enhance learning and exchange information. When using St. Ann Parish/School technology, the user must realize that he/she represents the Catholic community, and therefore must uphold Christian, ethical, and legal requirements. All users must read understand, sign, and abide by the Acceptable Use Policy. Access privileges may be revoked; school disciplinary action may be taken, and/or appropriate legal action for violations that may constitute a criminal offense.

RIGHTS

All St. Ann Parish and School students, staff, parishioners and community members have the right to make educational use of the following censored resources; internet access, limited hard drive space on our servers, and access to St. Ann Parish/School approved software on the workstations, in a manner consistent with Catholic school philosophy.

RESPONSIBILITIES

It is important that users of electronic technologies within St. Ann Parish and School represent themselves with ethical, Christian responsibility. As such, the following points are a partial list of unacceptable behavior:

- Users may not damage or mistreat equipment or facilities under any circumstances.
- Users must not leave their workstation unattended for any reason and must properly logout at the end of their session
- Users must make sure that all food or drink are kept away from computer equipment
- Users may not intentionally waste computer resources
- Users may not transmit any material in violation of any United States or State of Michigan Regulations
- Users may not employ the network for personal financial gain or commercial purposes
- Users may not violate regulations prescribed by the network administrator
- Users may not engage in practices that threaten the integrity of the network (e.g., knowingly download files containing viruses).
- Users may not engage in personal business that is unrelated to the research being done or the performance of the job
- Users may not write, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography, violence, or hate sites.
- Users may not use the equipment for any illegal activities, including the violation of copyright laws and software piracy
- Users may not load or copy any software or other programs to or from St. Ann School equipment unless permission is explicitly granted by an authorized party (e.g., the network administrator).
- Users may not use anyone else's password, nor may they share their password with others.
- Users may not trespass into anyone else's folders, documents, or files.
- Users may not disclose anyone else's personal information (e.g., address, phone number, or confidential information), including and especially that belonging to students, community members and families, or fellow employees
- Users may not use the network or the internet for unauthorized game playing, unauthorized "chat" or chain letters
- Users may not use the network for acts of vandalism against persons or resources including the uploading of viruses.
- Users may not use another persons computer file, access accounts, and or files without proper authorization

PRIVILEGES
The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

ADMINISTRATION PROFESSIONAL CODE OF ETHICS COPYRIGHT
It is the policy of the Diocese of Gaylord and St. Ann Parish and School that all employees, volunteers, students, parishioners and community members will abide by federal copyright laws. Employees, volunteers, students, parishioners and community members may copy, print, or non-print material allowed by:

- Copyright Laws
- Fair use guidelines
- Specific license or contractual agreements
- Other types of permission

POLICY ENFORCEMENT GUIDELINES
Depending on the nature and severity of the policy violation, the technology director, or school administrator may take one or more of the following actions:

- Verbal or written warning
- Temporary access denial
- Permanent access denial
- Suspension
- Expulsion
- Legal action

Demonstrated intent to violate policy will be considered the same as actual policy violation. Demonstrated intent means evidence of actions, which if successful or carried out as intended, would result in a policy violation.

Evidence of attempted or actual system security, integrity, or performance-related incidents will be cause for immediate access denial.

If warranted, the school administrator or technology director will refer the case to Local, State, or Federal authorities for further disposition.

LIMITATION OF LIABILITY
The Diocese of Gaylord and St. Ann Parish and School make no guarantee that the functions or the services provided by or through the school/parish/diocesan system will be error-free or without defect. The school/parish/diocese will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school/parish/diocese is not responsible for the accuracy or quality of the information obtained through or stored on the system. The school/parish/diocese will not be responsible for financial obligations arising through the unauthorized use of the system. In addition, it is understood that despite reasonable efforts at supervision, access control, and filtering, students may inadvertently or otherwise access inappropriate materials.

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Print Name

_____   _____

User Signature   **Date**