



Saint John's Catholic Prep

Authorized Use Policy for Technology

Definitions

Computer Resources: All networks (including connections to external networks i.e. Internet), processors, peripherals and supplies under the administration of Saint John's.

Computer Account: A computer resource user's unique ID which allows them access to specific computer resources.

Rights

Use of the Saint John's Catholic Prep computer resources is a privilege and not a right. As with all privileges, abuses will not be tolerated.

Inappropriate Usage:

Examples of inappropriate usage include, but are not limited to, the activities in the following list:

- Use of a computer account you are not authorized to use.
- Allow the use of your computer account by another individual
- Attempt to read, copy, change or delete another user's files without the explicit agreement of the owner.
- Use the school network to gain unauthorized access to any computer system or network.
- Knowingly run or install a program on any computer system or network, or give such to another user that intends to damage or to place excessive load on a computer system or network.
- Attempt to circumvent data protection schemes or uncover security loopholes on any computer resource within the school or connected to the school.
- Violate terms of applicable software licensing agreements or copyright laws.
- Deliberately waste computer resources, including paper.
- Use **any e-mail** other than that provided by the school (Gaggle).
- Access and/or use of non-educational blogs such as MySpace or any type instant messaging.
- Use computer systems for personal use during class time.
- Use computer resources for personal reasons that result in an expense to the school.
- Download and/or using material in violation of copyright.
- Transmit or view materials which explicitly or implicitly refer to sexual conduct.

Privacy

The school technology staff, in order to preserve the integrity or operational state of all computers, may find it necessary to manipulate, without prior consent, any data or files of any users that exist on any resource.

Saint John's Catholic Prep reserves the right to read and/or remove any student files on the system without prior notification to system users.

Internet Information Content

Saint John's Catholic Prep has no control of the information on the Internet, and provides only limited technical barriers to account holders accessing the full range of information available. Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive. Access to any information on the Internet is ultimately the responsibility of the user. Deliberate access of inappropriate material will result in disciplinary action.

Vandalism Policy

Due to the complexity and cost of technology, when a user's actions result in damage to any computer resource, all costs incurred for repair will be the responsibility of the user. This included the transmission of malware through diskettes, CDs and USB drives.

Software installation

Only individuals assigned by the school tech staff may install software (demo or full versions) onto any computer resource within the school.

Computer Usage Policy Enforcement Guidelines

An individual's computer resource use privilege may be suspended immediately upon the discovery of a possible violation of the policies. Depending on the nature and severity of the policies violation, the school may take one or more of the following actions:

- Verbal or written warning
- Probational usage and monitoring
- Temporary access denial (account lockout).
- Permanent access revocation (requiring alternate assignments)
- Mandatory meeting with student and parent/guardian to discuss violation and concerns.
- Disciplinary school suspension.
- Alternative disciplinary action not involving access or usage restrictions.
- If warranted, the technology staff and administrator will refer the case to appropriate local, state or federal authority for further disposition

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



Authorization for use of computer resources at Saint John's

Student and parent/guardian signatures are required below prior to use of computer resources at Saint John's.

Return this page to the librarian.

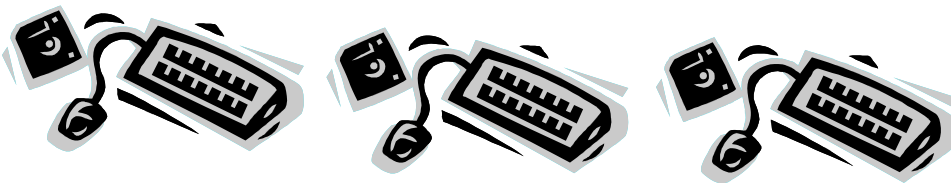
As a student at Saint John's, I agree to abide to the school's policies regarding use of computer resources.

Student name: _____ Year of Graduation: _____

Student signature: _____ Date: _____

I have read and understand my responsibility as the parent or guardian for the actions of the student listed above regarding computer resource usage.

Parent/Guardian signature: _____ Date: _____



Any students who do not have their AUP on file will be locked out of the network. That includes students in the English, and Technology classes, who will be given alternative assignments.