

**ACCEPTABLE USER POLICY FOR THE CATHOLIC SCHOOLS
OF THE
ARCHDIOCESE OF PHILADELPHIA**

Purpose

Computers are a valuable tool for education and one of this school's purposes is to encourage the proper use of computer related technology including the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy below:

Goals

To provide a variety of electronic tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources and enable them to work effectively with various computer/communications technology.

To encourage critical thinking and problem solving skills that will be needed in this increasing electronic and global society.

Responsibilities of User

With right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet, for instance, may mean that some material found will not meet guidelines set in our *Acceptable User Policy*. Monitoring and controlling all such material is impossible. The school will make every effort to discourage the appearance of such material. However, the opportunities and information made available by the Internet make it necessary to provide access in order that our students can take advantage of the many resources on the information superhighway.

General Guidelines for use of the Internet:

- All users are required to take simple Internet training (how to sign on, log off, etc.) from the computer coordinator or his/her designee.
- Only students issued passes or permission, or who have completed training may use the school's computers to access the Internet.
- Use of the stations is limited to those who have a clear need for research, with a teacher assignment to back it up. Use will be limited if necessary.
- Transferring copyrighted material to or from a diocesan school without express permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this doesn't occur.
- Use of electronic mail and other Internet facilities to harass, offend, or annoy other users is strictly forbidden.
- E-mail accounts through the school's computer may be restricted.
- Any attempt to circumvent system security, guess passwords or in anyway gain access to secured resources is forbidden.
- Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Users will not move, repair, reconfigure, modify or attach external devices to the systems.
- The system operator has the right to monitor all activities.
- Additional rules and restrictions may be added at any time.

Discipline

Violations of these rules will be dealt with by the administration of the school.

STUDENT RULES

[to be posted at the Internet Access stations]

1. For reason of personal safety, students will **NEVER** post personal contact information about themselves or other people. This may include address, telephone number, school address, etc.
2. Students will not access material that is profane or obscene (e.g. pornography) or that advocates illegal acts, violence or discrimination towards other people.
3. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
4. Students will not use obscene, profane, lewd, vulgar, rude or threatening language. Nor will they through means of the Internet, harass or annoy any other users.
5. Students will not knowingly or recklessly post false information about persons or organizations.
6. Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal.
7. The illegal downloading of copyrighted software for use on home and school computers is prohibited. Violation of these rules may result in any or all of the following:
 - Loss of Internet access
 - Disciplinary or legal action by the school or other involved parties.
8. The school or the Archdiocese of Philadelphia reserves the right to amend this policy.