

Holy Rosary Academy

Technology Acceptable Use Policy

MISSION:

The mission of Holy Rosary Academy is to support and encourage the development of each child's unique set of God-given talents by providing a Catholic education grounded in Gospel values and committed to excellence.

INTRODUCTION:

To ensure that students receive a quality education and that employees are able to work in a professional and intellectually stimulating environment, it is the policy of Holy Rosary Academy to assist in providing students and employees with access to a variety of technology resources.

The extensive integration of information technology in the learning environment requires the Holy Rosary community to ensure that these resources are used in morally and legally appropriate ways, consistent with the mission statement and instructional goals of Holy Rosary Academy.

Thus, it is the intention of Holy Rosary Academy that all technology resources will be used in accordance with any and all school policies and procedures as well as local, state, and federal laws and/or guidelines governing the usage of technology and its component parts. Additionally, it is implied that all students and employees of Holy Rosary Academy will use the provided technology resources so as not to waste them, abuse them, or interfere with or cause harm to other individuals, institutions, or companies.

POLICY STATEMENT:

The primary goal of the technology environment is to support the educational and instructional endeavors of students and employees of Holy Rosary Academy. Use of any and all technology resources is a privilege and not a right.

Individuals may use only accounts, files, software, and technology resources that are assigned to them under his/her account. Individuals may not attempt to log in to the network by using another person's account and/or password or allow someone to use his/her password to access the network, e-mail, or the Internet. Individuals must take all reasonable precautions to prevent unauthorized access to accounts and data and any other unauthorized usage within and outside Holy Rosary Academy.

Duplication of any copyrighted software is prohibited unless specifically allowed for in the license agreement. Employees are expected to be aware of copyright laws, abide by them at all times, and model appropriate use of copyrighted materials for the students. The ethical and practical problems caused by software piracy will be taught, and all employees will model the legal and ethical use of software.

According to the license agreement, a backup copy of all purchased software programs should be made and, thus, become the working copy. All original copies of software programs, including those purchased with departmental funds, and hardware will be stored in a secure place. For security and insurance purposes, the School Technology Coordinator will be the only person with access to original software disks. School-wide software originals will be housed in the School Technology Coordinator's office.

If a single copy of a particular software package is purchased, it may only be used in one computer at a time. Multiple loading or "loading the contents of one disk onto multiple computers," (1987 Statement on Software Copyright) is NOT allowed. If more than one copy of a software package is needed, a site license, lab pack, or network version must be purchased. The School Technology Coordinator will be responsible for determining how many copies should be purchased. Either the School Principal or School Technology Coordinator is designated to sign license agreements for the school.

All software in use on the local area network and/or individual workstations within Holy Rosary Academy must be installed by the School Technology Coordinator. Students and staff are not authorized to install software, unless specifically instructed to do so by the School Technology Coordinator. For purposes of this agreement, "install" is defined as copying software of any kind in any form, downloading software from the internet, and/or loading software from any external source onto an individual computer (c:\ drive), your home directory and/or any network directory.

Individuals are not authorized to make copies of any software or data without the knowledge and permission of the School Technology Coordinator. Any questions about copyright provisions should be directed to the School Technology Coordinator. Illegal copies of software may not be created or used on school equipment. Individuals are expected to report any violations of this policy and/or problems with the security of any technological resources' to the Principal or School Technology Coordinator.

Any use of technology resources that reduces the efficiency of use for others will be considered a violation of this policy. Users must not attempt to disrupt any computer services or data by spreading viruses or by any other means. Students and employees of Holy Rosary Academy must not attempt to modify technology resources, utilities, and configurations, or change the restrictions associated with his/her accounts, or attempt to breach any technology resources security system, either with or without malicious intent.

The Principal and School Technology Coordinator will be responsible for establishing specific practices to enforce this policy at the Academy.

The legal and ethical practices of appropriate use of technology resources will be taught to all students and employees in the system (i.e. during lab orientation, network orientation, faculty meetings, etc).

All Holy Rosary Academy technology resources, regardless of purchase date, location, or fund, are subject to this policy.

Any questions about this policy, its interpretation, or specific circumstances shall be directed to the School Principal or School Technology Coordinator.

Violators of this policy will be handled in a manner consistent with comparable situations requiring disciplinary and/or legal action.

ELECTRONIC MAIL:

Holy Rosary Academy may provide electronic mail to employees and students. That access is for his/her use in any educational and instructional business that they may conduct. Personal use of electronic mail by employees is permitted as long as it does not violate Holy Rosary

Academy's policy and/or adversely affect others. Student use of electronic mail will occur only in a supervised lab situation. Personal use of electronic mail by students is prohibited. Students may not access personal e-mail accounts (Hotmail, Yahoo, Comcast, BellSouth, etc.) from school computers.

INTERNET:

Information from electronic sources alters the educational environment by opening unlimited resources. The intent of Holy Rosary Academy is to provide access to resources available via the Internet with the understanding that faculty, staff, and students will access and use information that is appropriate for his/her various curricula. Resources that will be used in the classroom will be screened for content by the classroom teacher prior to their introduction. Students that are allowed independent access to the Internet will have the capability of accessing material that has not been screened. Internet access is provided to allow students to conduct research. Students will gain access to the Internet by agreeing to conduct themselves in a considerate and responsible manner and by providing written permission from his/her parents. Students will be allowed to conduct independent research on the Internet upon the receipt of the appropriate permission forms. Permission is not transferable, and therefore, may not be shared. Holy Rosary Academy does have in place a firewall to help filter inappropriate material. No firewall is foolproof. A student who inadvertently accesses inappropriate material must report it immediately to the supervising teacher. That teacher will then give the School Technology Coordinator the URL so that that site may be explicitly blocked.

All school rules and guidelines for appropriate technology usage shall apply to usage of the Internet. Because communications on the Internet are, often, public in nature, all users should be careful to maintain appropriate and responsible communications. Holy Rosary Academy cannot guarantee the privacy, security, or confidentiality of any information sent or received via the Internet. Student posting of personal information of any kind is prohibited. Personal information includes: home and/or school address, work address, home and/or school phone numbers, full name, social security number, etc.

To maintain network integrity and to insure that the network is being used responsibly, the School Technology Coordinator reserves the right to review files and network communications. Users should not expect that files stored on any network, hard drive, or any other electronic storage device will always be private. Electronic mail is not guaranteed to be private. Employees and students should not send any correspondence they do not want others to read.

All newly created school web pages will be reviewed by the School Technology Coordinator before being added to the school's World Wide Web Server. The Technology Coordinator reserves the right to reject all or part of a proposed web page. School web pages may only be placed on the Web server by the School Technology Coordinator. Teachers have the responsibility of updating their existing teacher web pages.

Network and Internet access are privileges and not rights. All network users are expected to act in a considerate and appropriate manner.

The following activities are examples of inappropriate activities for any school network, e-mail system, or the Internet. This list is not all-inclusive. Anything that would be considered inappropriate in "paper form" is also considered inappropriate in electronic form.

- Sending, displaying, or downloading offensive messages or pictures

- Using obscene, profane, discriminatory, threatening, or inflammatory language
- Participating in on-line chat rooms of any kind
- Using instant messaging programs or Internet instant messaging services of any kind
- Downloading, installing, or copying software of any kind onto a workstation, your home directory, or any network drive
- Harassing, insulting, or attacking others via technology resources
- Damaging computers, computer systems, or computer networks (this includes changing workstation configurations such as screen savers, backgrounds, printers, BIOS information, preset passwords, disconnecting equipment, disassembling mice, etc.)
- Violating copyright laws governing the intellectual property of others
- Using another user's password or attempting to find out another user's password
- Sharing your own password
- Trespassing in another user's files, folders, home directory, or work
- Intentionally wasting limited resources such as disk space and printing capacity
- Use of any Holy Rosary Academy Technology resource for personal gain, commercial or political purposes
- Posting any false or damaging information about other people, the school system, or other organizations
- Posting of any personal information about another person without his/her written consent
- Plagiarism of materials that are found on the Internet
- Broadcasting network messages and/or participating in sending/perpetuating chain letters and forwarding numerous non-educational e-mails to multiple recipients (e.g., Joke of the Day, etc.)
- Use of technology resources to create illegal materials (i.e. counterfeit money, fake identification, etc.)
- Accessing inappropriate web sites (sites containing information that is violent, illegal, satanic, sexual, etc.)
- Saving information on ANY network drive or directory other than your personal home directory OR a teacher specified and approved location.

OTHER TECHNOLOGIES

The use of technology devices (computer, PDA, cell phone, etc) either on campus or away from campus (at home, a friend's house, etc.) to post/send inappropriate material, text or images damaging (threatening, inflammatory, libelous, insulting, demeaning, etc.) to another person (student, teacher, parent, sibling, etc.) or to the church/school's image or reputation will not be tolerated. This includes, but is not limited to, text messaging, blogging, and posting on social networking sites such as MySpace.com. Appropriate punishment, including possible legal action, will be determined by the School Administration.

**Holy Rosary Academy
2011/2012 Technology Acceptable Use Policy
Agreement/Permission Form**

STUDENT NAME (please print): _____

STUDENT NAME (please print): _____

STUDENT NAME (please print): _____

STUDENT NAME (please print): _____

I acknowledge that I have read, understand, and agree to all the terms outlined in Holy Rosary Academy Technology Acceptable Use Policy. I further understand that, as a user on any school network, I am responsible for my actions and I am responsible to act considerately and appropriately when using any school technology resource.

I understand that any or all of the following sanctions could be imposed if I violate any policy and/or procedure regarding the use of any school technology resource.

- Loss of access
- Additional disciplinary action determined as appropriate by the school
- Legal action, when applicable

Student Signatures:

I acknowledge that I have read, understand, and agree to all terms as outlined in Holy Rosary Academy Technology Acceptable Use Policy. I also understand that this agreement will be binding during the entire career of my child(ren) at Holy Rosary Academy.

PARENT NAME (please print): _____

PARENT SIGNATURE: _____

DATE SIGNED: _____

Holy Rosary Academy
2011/2012 Employee Technology Acceptable Use Policy
Agreement Form

I acknowledge that I have read, understand, and agree to all the terms outlined in Holy Rosary Academy Technology Acceptable Use Policy. I further understand that, as a user on any school network, I am responsible for my actions and I am responsible to act considerately and appropriately when using any school technology resource.

I understand that any or all of the following sanctions could be imposed if I violate any policy and/or procedure regarding the use of any school technology resource.

- Loss of access
- Additional disciplinary action determined as appropriate by the school
- Legal action, when applicable

Employee's Name (please print): _____

Employee Home Address: _____

Signature: _____ **Date:** _____