

IMMACULATE HEART CENTRAL SCHOOL SYSTEM
TECHNOLOGY ACCEPTABLE USE POLICY

Technology is a valuable and real world educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. Making users aware of the parameters of acceptable use is an essential part of assuring that the information technology resources are used only for intended purposes and will help mitigate the potential that inappropriate uses will expose the **Immaculate Heart Central School System** to unnecessary risks.

The policy outlined below applies to all technology use including but not limited to Internet use. The Acceptable Use Policy for Technology applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources. In some cases outside or personal uses of technology may be applicable under this policy.

Immaculate Heart Central Schools makes available computing and network resources which may be used by students, faculty, and staff. These resources are intended to be used for educational and administrative purposes. The privilege of using computer and network resources may be extended by the school to specific individuals and organizations and is not transferable. This privilege may be permanently revoked by the school if this policy, and any amendments which may be added from time to time, is violated.

Student use of computing and networking resources located at Immaculate Heart Schools is normally intended to be a supervised activity. If a student has a question about the appropriateness of an action, he or she should ask the supervisor/teacher before proceeding. All users are to be aware that any information, files, or software which they store or transfer on the school's computers or networks remains subject to the school's control and can therefore be examined, confiscated, or deleted in the same manner as any school property. Students who make use of the network and computing resources must comply at all times to this Policy Statement and to the policies, regulations, and guidelines as specified in the Student Handbook.

Inappropriate uses include, but are not limited to the following:

Immaculate Heart Central Schools utilizes internet filtering software to monitor, restrict and protect users from exposure to controversial online content by intercepting and blocking attempts to view particular web pages, with controls usually unable to be disabled except by an administrator. In addition to filtering content, Internet filters can also help manage with whom computer users can communicate and how long a computer may be used. Knowingly tampering or bypassing the filtering system while using Immaculate Heart technology is a violation of this Acceptable Use Policy

ACTS AND MATERIALS INCONSISTENT WITH THE SCHOOL'S MISSION

The uses of school resources to access, save, or transfer information which is contrary to the school's mission and philosophy is inappropriate. If the appropriateness of either information or its source is questionable to a student, he or she should check with the supervisor/teacher before proceeding.

UNLAWFUL USE

School resources are not to be used in a manner which violates Canon Law and when applicable local, state, or federal constitutional law. There are currently many levels of law which govern certain aspects of computer use. The school may be bound to report any violations of such laws if they occur.

HARASSMENT

The school's technological resources must not be used in a manner which is harassing to others. This includes posting images or electronic mail messages intentionally to harass others. Displaying images, sounds, or messages on a computer in a public area which harass others who share that area is also prohibited. Users should presume that their electronic correspondence is the legal equivalent of publicly spoken or written words.

SYSTEM SECURITY

Reasonable efforts must be made by all users to preserve the overall security of the system.

This includes maintaining an updated, proper, and secure password. Passwords should be changed often and never shared. A forgotten password or unauthorized use of a password should be reported immediately to a system administrator. Attempts to access information, files, or systems areas which are beyond the level of security which a user has been granted will be considered a forfeit of system privileges. If you encounter or observe a gap in network security, report that fact immediately to a system supervisor.

PRIVACY

No one must intentionally seek information about, browse, obtain copies of, or modify files, passwords, or other data unless specifically authorized to do so by those individuals. Users should be aware that the absolute privacy of electronic information cannot be guaranteed and depends largely on the security measures the users themselves follow. A system administrator may, to the extent permitted by law, assume access rights to a user's private files when required for the maintenance of the school's data resources, in emergencies, or in the course of investigating possible wrongdoing.

MISUSE

Use of the school's computing resources for activities which interfere with their primary educational and administrative use shall be considered misuse. This includes game playing, the use of the school's computer resources for personal work, and mailing or printing excessive messages or documents. All users must be sensitive to the special need for software and services available in only one location, and they must be willing to cede access to those whose work requires these special items. All users must refrain from any action which interferes with the supervisory or accounting functions of the systems or is likely to have such effects.

POSTING INFORMATION ON THE INTERNET

The internet is a public forum with unrestricted access. For this reason, **Immaculate Heart Central Schools** restrict permission for posting of information related to the school, the staff and the students on the Internet. No person is permitted to use images of the school, the school logo or seal, school staff or students in any form without specific written permission from the school administration. The posting of any such information on any website, bulletin board,

chat-room, email, or any other messaging system without permission, or posting or transmission of images or information in any forms related to the school, staff or students that are defamatory, scurrilous, pornographic, or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the administration of the school which may include referral to law enforcement agencies

PERSONAL USE OF SOCIAL MEDIA

This section of the policy refers to the personal use of social media sites such as, but not limited to Google +, Facebook, Twitter, Youtube and Myspace, LinkedIn, etc. Teachers and students may not mention members of the school community without their consent unless the subject is of public concern and the speech falls under applicable constitutional protections.

'Friending' of current students by teachers on a teacher's personal social networking site should ONLY be done in the spirit of professional, honest, ethical, and moral behavior. Personal posts' must use appropriately respectful speech, and refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.

SCHOOL RESPONSIBILITY:

Immaculate Heart Central Schools will not be responsible for any data which may be lost or for any interruption in computer services or any other inconveniences the user may experience. **Immaculate Heart Central Schools** will not be responsible for any willful damages incurred by a user, to a computer, the operating system or the network.

VIRUSES AND MALWARE

Viruses are unauthorized computer programs which may damage or destroy computer files on an infected computer, server, or other hardware. Users should be aware of the possibility that a virus may be located in any file or diskette obtained from any source. If there are any doubts or concerns about the source of any file or diskette which is to be placed in a school computer, seek assistance from a supervisor immediately.

Any other use, even if not specifically prohibited, which falls within these broad categories can

be considered to be inappropriate. If there is any confusion about the propriety of an action, please consult a system administrator.

If a violation of these guidelines is observed or reported, the school will respond by investigating through a system administrator and, if appropriate, the Principal. During such an investigation, a user's privileges may be suspended. If a user is found to violate this policy, that user's privileges may be permanently revoked. Other disciplinary action is also possible under this circumstance. Finally, users may be held responsible for any liability, damages, or expenses resulting from any use of the school's computer resources in violation of this policy.

IMMACULATE HEART CENTRAL SCHOOL SYSTEM
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Parent or Guardian: We ask that you review this policy with your child and sign below:

Student Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of ethical behavior, courtesy, etiquette, and laws and policies regarding the copying of information as prescribed by either Canon Law or Federal, State, or local constitutional laws, or the policies the Diocese of Ogdensburg and **Immaculate Heart Central Schools** system.

My signature below and that of my parents(s) or guardian(s) signature means that I agree to follow the guidelines of this Acceptable Use Policy for Technology for the Immaculate Heart Central School system.

Student Name/ID _____

Student Signature _____ Date ____/____/____

Graduation Year _____

Room Number (Home Room /Elementary)_____ Grade_____

Student Access Contract

I hereby release Immaculate Heart Central School system, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Acceptable Use Policy for Technology for the **Immaculate Heart Central Schools** system. I will emphasize to my child the importance of following rules for personal safety. As the parent or guardian of this student, I have read the Acceptable Use Policy for Technology for **Immaculate Heart Central Schools**. I hereby give my permission for my child to use the Internet and will not hold **Immaculate Heart Central Schools** liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature _____ Date ____/____/____

IMMACULATE HEART CENTRAL SCHOOL SYSTEM
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Administrators, Faculty and Staff Internet Access Contract

I understand that when I am using the Internet or any other computer/telecommunications devices, I must adhere to all rules of ethical behavior, courtesy, etiquette, privacy and laws regarding the use of information and data as prescribed by either Canon Law or Federal, State, or local constitutional laws, or the policies the Diocese of Ogdensburg and **Immaculate Heart Central Schools** system.

My signature below indicates that I agree to follow the guidelines of this Acceptable Use Policy for Technology for the Immaculate Heart Central School system.

Employee's Signature _____ Date: ____/____/____