

School Name

***Acceptable Use Policy Staff
for the use of
Computers and Telecommunications***

for Catholic Schools and Centers of
The Diocese of St. Petersburg

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school. Network and Internet access is provided to further the legitimate educational goals of this institution. The school provides computing and network resources for the use of students, employees, and others affiliated with the school. The equipment, software, and network capacities provided through school computer services are and remain the property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences.

Acceptable Use Guidelines

1. Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network, Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
2. The creation, propagation, and/or use of computer viruses is prohibited.
3. The forgery, reading, deleting, copying or modifying of electronic mail messages of other users is prohibited.
4. Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
5. Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's computer resources.
6. Access to the school's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.
7. Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

8. All users must understand that the school cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via E-mail.
9. The school shall have the absolute right to access e-mail and retrieve information records, engage in routine computer maintenance and housekeeping, carry out internal investigations or disclose messages data or other information in its sole and absolute discretion, it being understood that the school owns all computers and computer equipment and all information stored or saved on such computers and equipment .
10. Any information contained on the school's computer(s) hard drive or computer disks which are purchased by the school are considered the property of the school.
11. This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school disciplinary action, and/or appropriate legal action may be taken. The decision of the principal regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.
12. Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret.
13. The transmission of copyrighted materials without the written permission of the author or creator is prohibited. E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of messages, images, cartoons, E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material. Stipulations of copyrighted regulations as stated in the faculty handbook apply.
14. The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
15. Employees are responsible for proper behavior on the school computer networks. Communications on the network are often public in nature. General school policies for behavior and communications apply.
16. Network storage areas will be treated like school lockers. Network administrators will review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.
17. Only software purchased by the school, installed by the school, appropriately licensed by law can be used on school computers.

Depending on the violation, one or more of the following sanctions or other sanctions may be invoked as warranted:

- Loss of access to equipment.
- Additional disciplinary action following Diocesan policy.
- Notification to law enforcement agencies.
- Loss of employment.

A signature on the cover page of the employee handbook signifies knowledge of and agreement to follow the Internet Acceptable Use Guidelines.