

# Holy Cross High School

Please read the following carefully. This is a legally binding document.

## Section One: General Computing Policy

### 1) Acceptable Use

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a) Applying for a user ID under false pretenses.
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person.)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent.
- d) Attempts to evade or change resources quotas. Continued impedance of other users through mass consumption of system resources, after receipt of a request to cease such activity.
- e) Use of facilities and/or services for commercial purposes, personal, financial or commercial gains is not permitted.
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration.
- g) Copying programs purchased by you onto Holy Cross High School computers and/or the network system, without the express, written consent of Holy Cross High School,
- h) Copying programs licensed to Holy Cross High School for personal use.
- i) Abusing computer equipment.

### 2) Security

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Use of systems and/or networks in an attempt to gain unauthorized access to remote systems.
- b) Use of systems and/or networks to connect to other systems, in evasion of the physical limitations of the remote/local system.
- c) Decryption of system or user passwords.
- d) Copying, deleting, or moving system files.
- e) Deleting, examining, copying, or modifying files and/or data belonging to other users
- f) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license.
- g) Any attempts to secure a higher level of privilege on network systems.
- h) The willful introduction of computer "viruses" or other disruptive/destructive programs into the computer and/or network or into external computers and/or networks. Use of outside disks is prohibited on Network Computers.
- i) Intentional attempts to "crash" network systems or programs.
- j) 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.

- k) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

#### Section Two: Internet Access

Internet access is now available to employees and students of Holy Cross High School. This access is being offered as part of a collaborative project involving Holy Cross High School and its provider. We are pleased to bring this access to Holy Cross High School and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at Holy Cross High School by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

. electronic mail communication with people all over the world; . access to many University Library Catalogs, the Library of Congress, and ERIC; . discussion groups in a plethora of topics ranging from Japanese culture to music to politics to the environment; . public domain and shareware of all types; . information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. Holy Cross High School and the providers have taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, Holy Cross High School and provider, firmly believe that the valuable information and interaction available in this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Holy Cross High School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

#### Terms and Conditions

##### 1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of Holy Cross High School. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for the network.

- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use for commercial activities by the user is not permitted. Use for product advertisement or political lobbying, including lobbying for student body office, is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) NEVER reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

## 2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a Holy Cross High School faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of Holy Cross High School has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts.

## 3) Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These includes, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages.
- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) All communications and information accessible via the network should be assumed to be private property.

## 4) Electronic Mail (E-Mail)

Whenever you send electronic mail, your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail.
- c) The school/institution reserves the right to access E-mail to retrieve school/institution information and records to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.

- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts at sending harassing, obscene and/or other threatening e-mail to another user are prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters are prohibited.

5) Security

Security on any computer systems is a high priority, especially when the system involves many users.

Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for reporting unauthorized use of their account to the system administrator.

6) Vandalism

Vandalism by a user will result in cancellation of his or her privileges. Vandalism is defined as any malicious attempt to harm or destroy property of another user, or any other agencies or networks that are connected to the Internet. Vandalism includes, but is not limited to, the uploading, downloading, or creation of computer viruses.

7) Updating Your User Information

If any information on your account changes, e.g., telephone number, location, home address, it is your responsibility to notify the system administrator.

8) Services

Holy Cross High School and the provider make no warranties of any kind, whether expressed or implied, for the service it is providing. Holy Cross High School and the provider will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. Holy Cross High School and the provider specifically deny any responsibility for the accuracy or quality of information obtained through its services. y Cross High School

Internet Access and Computer Resources Acceptable Use Policy  
CONSENT AND WAIVER

Holy Cross High School has chosen to provide network access to students in order to further its educational goals and objective. Reasonable care has been taken to assure the appropriateness and education quality of the material available through the use of education software and telecommunications. However, parents and guardians are warned that Holy Cross High School and the diocese of Scranton do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their son/daughter or ward should follow. Therefore, Holy Cross High School supports and respects each family's right to decide whether or not their child may have access to this resource.

1. As a parent or guardian of this student, I have read and accept the terms and conditions of this policy. I understand that Internet access is designed for educational purposes and the Holy Cross High School has taken precautions to restrict controversial material. However, I agree that the school and/or the diocese shall not be held liable for any objectionable materials this student may access or acquire on the network or for and costs incurred as a result of network use. By my signature, I accept full responsibility for supervision if and when my child's use is not in the school setting. I hereby give

permission for Holy Cross High School to issue an account for my child and certify that the information contained in this form is correct.

2. As a student at Holy Cross High School, I have read this policy and voluntarily agree to abide with all terms and conditions. I understand that I am responsible for my conduct on line, and that any violation of this agreement by me would be unethical, and might even constitute a criminal offense. In the event of a violation, my privileges will be revoked and disciplinary action and /or appropriate legal action may be taken by the school.