

# **YUMA CATHOLIC HIGH SCHOOL INFORMATION TECHNOLOGY STUDENT ACCEPTABLE USE POLICY**

## **I. PURPOSE**

The purpose of the policy is to set forth policies and guidelines for access to the school computer system and acceptable use of the Internet.

## **II. GENERAL STATEMENT OF POLICY**

In making decisions regarding student access to the school computer system and to the Internet, the school considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school expects that faculty will blend thoughtful use of the school computer system and the Internet throughout the curriculum and will provide guidance and instruction to students and their use.

## **III. LIMITED EDUCATIONAL PURPOSE**

The school is providing students and employees with access to the school's computer system, which includes Internet access. The purpose of the system is not merely to provide students and employees with general access to the Internet. The YCHS network has limited educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality self-discovery activities. Users are expected to use the Internet access through the YCHS network to further educational and personal goals, consistent with the mission of school policies. Uses that might be acceptable on a user's private personal account on another system may not be acceptable on the limited purpose network.

## **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the YCHS network and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and number of previous violations, unacceptable use of the YCHS network or the Internet may result in one or more of the following consequences: suspensions or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension or expulsion; or civil or criminal liability under other applicable laws. Students can be randomly audited throughout the school year, without notice, so as to ensure they are adhering to the guidelines set below.

## **V. DEFINITIONS**

The term "network" in this document shall include any aspect of the YCHS technology infrastructure including but not limited to: computers, Internet access, printers, computer peripherals, servers, and network access points.

## VI. UNACCEPTABLE USES

- A. The following uses of the YCHS network and Internet resources or accounts are considered unacceptable:
1. Users will not use the YCHS network to access, review, upload, download, store, print, post, or distribute pornographic, obscene or sexually explicit material.
  2. Users will not use the YCHS network to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
  3. Users will not use the YCHS network to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate to the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
  4. Users will not use the YCHS network to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
  5. Users will not use the YCHS network to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory acts.
  6. Users will not use the YCHS network to engage in any illegal acts or violate any local, state, or federal statute or law.
  7. Users will not use the YCHS network to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the YCHS software, hardware, or wiring or take any action to violate the YCHS network's security, and will not use the YCHS network in such a way as to disrupt the use of the system by other users.
  8. Users will not use the YCHS network to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
  9. Users will not use the YCHS network to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes, or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
  10. Users will not attempt to gain unauthorized access to the YCHS network or any other system through the YCHS network, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.

11. Users will not use the YCHS network to violate copyright laws, or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works found on the internet.
  12. Users will not use the YCHS network for the conduct of a business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school. Users will not use the YCHS network to offer or provide goods or services or for product advertisement. Users will not use the YCHS network to purchase goods or services for personal use without authorization from the appropriate school district office.
  13. Users may not install, save, or store any applications or programs on their laptops unless specifically authorized by the Director of Technology.
  14. Users will not use the YCHS network to chat, whether through the Internet or computer-to-computer.
  15. Users may not play computer games, online or offline, unless specifically directed to by their teacher as part of a learning exercise.
- B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school official. This disclosure may serve as defense against an allegation that the user has intentionally violated the policy.

## VII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the YCHS network.
- B. Routine maintenance and monitoring of the YCHS network may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of the child's individual account at any time.
- E. The school will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities and activities not in compliance with school policies conducted through the YCHS network.
- F. Student computers may be randomly audited throughout the school year, without notice, to ensure they are adhering to the guidelines set forth in this document.

## VIII. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Student Acceptable Use Policy form must be read and signed by the user and a parent or guardian. The form must then be filed at the school office.

## IX. LIMITATION ON SCHOOL POLICY

Use of the YCHS network is at the user's own risk. The system is provided on an "as is, as available" basis. The school will not be responsible for any damage users may suffer, including but not limited to loss, damage, unavailability of data stored on school storage media, or for delays of changes in or interruptions of service or mis-deliveries or non-deliveries of information or materials, regardless of the cause. The school is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school will not be responsible for financial obligations arising through the unauthorized use of the school's system or the Internet.

## X. LAPTOP SECURITY

The responsibility for keeping the laptops secure falls with the individual student. A student's laptop should always be in their immediate possession or locked in their locker. School Faculty and Staff may confiscate any laptop computer which has been left unsecured. If a laptop is confiscated, the student's parents will be notified and the student will be subject to a \$5 fee to return the laptop. Patterns of irresponsibility regarding the security of their laptops may result in a disciplinary referral.

## XI. LAPTOP REPAIR

If a student's laptop is being repaired or serviced, the student will be provided with a temporary loaner laptop, and charger if needed, if available. Use of loaner equipment is a privilege, not a right. It is the responsibility of the student to properly maintain and care for loaner equipment while in their possession. Any damage or mistreatment of loaner equipment, including, but not limited to, drops, spills, cosmetic damage, cosmetic personalization, loss, and theft will result in financial responsibility for replacing the loaner equipment and disciplinary action. Lost or broken laptop chargers are not covered under the manufacturers' 4 year ADP warranties and are the responsibility of the student. Replacement chargers may be purchased from the school's Technology Department for \$30.

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INFORMATION TECHNOLOGY  
STUDENT ACCEPTABLE USE POLICY**

**STUDENT**

I have read and do understand the school policies relating to acceptable use of the school computer system and the Internet and agree to abide by them. I further understand that any violation of the policies above is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

**User's Full Name (please print):** \_\_\_\_\_

**User's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT OR GUARDIAN**

As the parent or guardian of this student, I have read the school policies relating to acceptable use of the school computer system and the Internet. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or its employees responsible for materials acquired on the Internet. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

**Parent's Full Name (please print):** \_\_\_\_\_

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_