

ACCEPTABLE USE POLICY
FOR COMPUTER TECHNOLOGY, E-MAIL AND INTERNET USE

General Statement: Access to local, national and international electronic information resources and networks (including computer software and hardware, databases, electronic mail, CD-ROM's, magnetic or video media, photographs, digitized information and other similar resources) is an integral aspect of education. The skills developed in acquiring, evaluating and using information will facilitate personal growth in the use of technology and be of lifelong value.

We understand that the Internet (a worldwide network of computer networks) and other electronic information sources are of an open and interconnected nature and adhere to freedom of expression and intellectual freedom concepts. We realize that these sources may contain information not in accordance with our personal beliefs or which may be biased, erroneous, or offensive. On many topics, a variety of viewpoints may be available; censorship is not practiced.

Voluntary access to the wide range of information resources and technology is an opportunity to acquire critical thinking and evaluative skills. Students will demonstrate their character by acting responsibly. Students will demonstrate their character by acting responsibly in dealing with people, information, equipment and software. Students must be aware that they may encounter others who are not considerate and responsible information providers or users.

Accessing electronic information sources is a privilege based on each user assuming personal responsibility. Students are expected to use them in a manner consistent with the instructional, research or administrative objectives of this institution. Students are not to use them in an unethical or unacceptable way, they must avoid illegal, inconsiderate or irresponsible actions.

The responsible actions expected of every information technology user include, but are not limited to:

1. Respecting the integrity of the computer resources by not attempting to infiltrate, alter or damage any equipment, software or data; by not disrupting or interfering with use by others; and by not gaining or attempting to gain unauthorized access.
2. Respecting the rights of other users by not divulging personal data, forwarding personal messages, making discriminatory, offensive, harassing or hurtful remarks; by not misrepresenting themselves, Our Lady of the Elms (OLE) or others; by not copying files of other individuals; and by not using passwords not issued to them or for which authorized use has not been granted to them.
3. Abiding by copyright restriction; not making unauthorized or illegal copies of software; not installing unauthorized software on the system; paying appropriate shareware or licensing fees; not downloading or making unauthorized use of software.
4. Avoiding plagiarism and intellectual theft by giving proper bibliographic citations and credit to any information acquired through the technology resources and not modifying or adapting the work of others without permission.
5. Willingness to share limited resources by allowing others to share access; by promptly deleting unnecessary files and saving to disk and by avoiding excessive personal use.

6. Using these resources for the appropriate purposes; not using recreational software without permission; not using the system for personal or commercial profit; not ordering products/services or incurring charges without authorization.
7. Being responsible for the security of and non-transmittal of personal information, passwords, phone numbers, account numbers, or credit card numbers; and by understanding that the security of any information transmitted electronically cannot be assured.
8. Avoiding the accessing, creating, processing or distributing of inappropriate text or visual material of an offensive, defamatory, abusive, harassing, threatening, illegal or pornographic nature.
9. Understanding that users may be required to complete training or demonstrate familiarity with some resources or equipment before being permitted to use them.
10. Understanding that the school retains the right to review information or to limit access to information resources and technology; and that failure to adhere to the standards of acceptable technology use behavior or to related school policies and procedures may result in limitation or elimination of the use of these resources, as well as in disciplinary actions.
11. Understanding that the school cannot be held responsible for content retrieved, damaged or lost, or for information retrieved via these resources.

Acknowledgments: By using the technology resources provided by OLE, the student acknowledges that the resources are the property of OLE and are to be used for educational or other authorized purposes only.

By using the technology resources provided by OLE, the student acknowledges that all content stored on, created with or accessed by OLE resources is subject to review by OLE and the student consents thereto. Students have no right or expectation of privacy with respect to the use of OLE-provided resources.

The student and parents acknowledge and consent to the use of filtering/tracking software by OLE. This software is intended to block access to obscene or inappropriate content in accordance with the Children's Internet Protection Act as required by law. This software also tracks access to Internet-based materials and can create logs of accessed Internet sites by user.

The student and parents acknowledge that filtering software is an imperfect technology and that there may be instances where questionable sites may not be blocked. The school, students and parents acknowledge their responsibilities to encourage proper conduct in the use of technology resources and to report infractions or instances of improper usage so that steps can be taken to prevent recurrences.

I have read and will comply with these guidelines: _____
Student Signature Date

I have discussed these guidelines with my child: _____
Parent/Guardian Signature Date