

**Sacred Heart School  
Gardner, MA  
Acceptable Use Policy  
Technology System Program  
Reviewed September 2003**

**Definitions and Purposes**

The Internet is an electronic communications network that provides vast, diverse, and unique resources. Our goal in providing this service to teachers, staff and students is to promote educational excellence in Sacred Heart School by facilitating resource sharing, innovation, and communication.

Sacred Heart School will provide access for employees and students to the system/network, including access to external networks for appropriate educational purposes and system administrative purposes. *Educational purposes* shall be defined as classroom activities, career and professional development, and high-quality self-discovery activities of an educational nature. The purpose of the system/network is to assist in preparing students for success in life and work by providing access to a wide range of information as well as the ability to communicate with others. The system/network will be used to increase communication for staff, parents, and students, enhance productivity, and assist staff in upgrading existing skills and acquiring new skills through a broader exchange of information. The system/network will also be used to provide information to the community, including parents, the diocesan offices, governmental agencies, and businesses.

**Guidelines**

The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict well-defined guidelines. **The use of the Internet is a privilege, not a right**, and inappropriate use will result in cancellation of this privilege. The Sacred Heart School staff has the right and obligation to monitor student Internet activities. Each student and teacher will receive instruction from a designated school staff member pertaining to the proper use of the network. The Sacred Heart School Technology System does not have total control of information on the Internet. The Sacred Heart School Technology System will protect our students by using **Monitoring Software** to negate within the limits of the software inappropriate material from reaching the students. **The Principal will deem what is inappropriate use. She/He retains the right to deny, revoke, or suspend specific user accounts at any time.**

The following guidelines are provided to make the user aware of the responsibilities they are about to acquire. In general, these guidelines require efficient, ethical, and legal utilization of the network resources.

**1. Acceptable Use**

- System/network use must be in support of education and research consistent with curriculum.
- System/network use must be consistent with the rules appropriate to any network being used/accessed.

- All users must sign an Acceptable Use Consent and Waiver Form.

## **2. Unacceptable Use**

- Intentionally disrupting information, network traffic, or crashing the network and connected systems is prohibited.
- Degrading or disrupting equipment, or intellectual property is prohibited.
- Stealing data, hardware equipment, software, or intellectual property is prohibited.
- Gaining unauthorized access to the files of others (students, teachers, secretary, principal) or vandalizing the data or files of another user is prohibited.
- Posting anonymous messages is prohibited.
- Possessing any data that might be considered a violation of these rules in paper, magnetic (disk), or any other form is prohibited.
- Using the system/network for unauthorized commercial purposes is prohibited.
- Logging on as another user is prohibited.
- Typing up the system/network with idle activities is prohibited.
- Playing Internet games on the system is prohibited.
- Instant Messenger or similar software is not to be used/installed on the system by students.
- Loading unauthorized software onto the network or any workstation is prohibited. This includes music/videos.
- Plagiarizing is prohibited.

## **3. Network Etiquette**

- Be polite.
- Do not use vulgar or obscene language.
- Do not reveal your name, home address, telephone number, e-mail or that of others.
- Assume electronic mail is public.
- Abide by generally accepted rules of network etiquette.
- **Network Security**
  - If you identify a security problem, notify a teacher or principal immediately.
  - If you identify an inappropriate site, close the site and notify a teacher or principal immediately.
  - Do not reveal your account password or allow another person to use your account.
  - Do not use another individual's account.
  - The Sacred Heart Technology System will use **Monitoring Software** to negate within the limits of the software, inappropriate material from reaching the students.
  - Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
  - The student user must use school accounts on school grounds. It is illegal to hack or gain entry into other computers/networks.

## **5. Vandalism/Harassment**

- Vandalism and/or harassment will result in the cancellation of privileges.

- **Vandalism** is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes, but is not limited to, creating and/or uploading computer viruses.
- **Harassment** is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted e-mail. Students are not allowed to send e-mail.

#### **6. Penalties**

- Any user violating these provisions, applicable state and federal laws, or posted classroom and school rules, is subject to loss of privileges and any other school disciplinary options, including criminal prosecution.
- The principal will make the determination as to what constitutes unacceptable use and the appropriate sanctions for misuse.

#### **7. Liability**

- Sacred Heart School, Sacred Heart Church and the Diocese of Worcester shall not be liable for users' inappropriate use of electronic resources, violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. Sacred Heart School, Sacred Heart Church and the Diocese of Worcester cannot control the information available on other networks, and as a result, shall not be responsible for ensuring the accuracy or usability of any information found on external networks.
- All terms and conditions as stated in this document are applicable to all users of the Internet. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the state of Massachusetts and the United State of America.

**The principal has the right to make exceptions to these provisions for administrative purposes at his/her discretion.**

**These procedures and guidelines will be reviewed each academic year.**

**Adoption Date: September 9<sup>th</sup>, 2002**

4162.2A

**Sacred Heart School, Gardner MA**  
Agreement for the Use of Computers and Telecommunications

**Student Form** for Grades 2-8

(Please review the AUP with your parent/guardian prior to signing this form.)

I have read the Acceptable Use Policy for Computers and Telecommunications. I understand its significance and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I choose to violate this agreement, my privileges will be revoked and disciplinary action and/or appropriate legal action may be taken.

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Name of Student (Please Print)

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Name of Parent/Guardian (Please Print)

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Street Address

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City/State/Zip

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Home Phone

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Student Signature



4162.3

**Sacred Heart School of Gardner, MA  
Agreement for the Use of Computers and Telecommunications**

**Faculty/Staff/Volunteer Form**

I have read the Acceptable Use Policy for Computers and Telecommunications for Sacred Heart School. I understand its significance and I voluntarily agree to abide with all terms and conditions of it, imposed by the policy. I further understand that any violation of the policy or any applicable law of this agreement would be unethical and might even constitute a criminal offense. Should I commit any such violation, I understand that my privileges will be revoked and disciplinary action, and/or appropriate legal action may be taken. I also hereby indemnify and hold harmless The Diocese of Worcester, Sacred Heart Church of Gardner and Sacred Heart School of Gardner from any claim or loss resulting from any infraction by me of the policy or any applicable law.

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Name of User (Please Print)

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Job Title or Position

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Street Address

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City/State/Zip

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Home Phone

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User's Signature

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Date