

**Student Acceptable Use Policy**  
**9-12 Grade**  
**Catholic High School**  
**New Iberia, Louisiana**

Parents and students: Read this policy and keep it for your records, then sign and return the agreement card.
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## **Introduction**

Electronic information resources, including access to the Internet and network files and accounts, are available to qualifying students at Catholic High School. Our goal in providing electronic resources is to promote educational excellence by facilitating resource sharing, innovation, and communication. The use of computers, the Internet, and other online services shall be in support of education and research consistent with the educational mission of Catholic High School.

## **Purpose**

The smooth operation of the network relies upon the proper conduct of the end users. In general this requires efficient, ethical, and legal utilization of the network resources. It is the attempt of this policy to detail in specifics the general expectation that all members of the CHS community use their computers and the network in a safe, responsible, considerate, and appropriate manner.

## **Definitions**

**Acceptable use** means that a student uses the Internet and other electronic information resources in an appropriate manner, abiding by the rules and regulations as described in this agreement.

**Vandalism** refers to any malicious attempt to harm or destroy property or data. This includes, but is not limited to, abusive overloading of data on the server and the transmission or creation of computer viruses.

**Security** refers to all measures adopted to prevent inappropriate activity on Catholic High School computer systems. This is a high priority because of multiple users. Any security concern must be reported to the classroom teacher for further reporting and investigation.

**Netiquette** refers to the generally accepted rules of network etiquette, the do's and don't's of online and network communication.

**Privacy** should be respected at all times. Students should not reveal personal information such as home address, phone numbers, password, credit card numbers, social security number, etc.; this also applies to others' personal information or that of organizations.

**Illegal activities** shall be defined as those which violate local, state, and/or federal laws.

**Inappropriate use** shall be defined as a violation of the intended use of the network and/or purpose and goal.

**Obscene activities** shall be defined as a violation of generally accepted social standards for use of a publicly owned and operated communication vehicle.

**Blogs** (a.k.a. weblogs) are defined as shared online journals which serve as personal Web sites where people can post diary-like entries about their personal experiences and hobbies.

## **Disclaimers**

Catholic High School has taken precautions to restrict access to controversial materials by filtering its Internet access and by monitoring student use. Users should know that they may encounter sexually explicit or other offensive and controversial material on the Internet, even though there are technology protection measures in place. Catholic High School makes no warranties of any kind, whether expressed or implied, for the access it provides; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. Catholic High School denies any responsibility for the accuracy or quality of information obtained through electronic information sources.

## **Acceptable Uses**

Students MUST:

1. Use the school network and Internet for scholarly research and as a means of obtaining needed information.
2. Properly document all material obtained through research on the Internet and then used in academic work.
3. Establish and maintain secure passwords that protect the privacy of the information on their computers and their e-mail accounts.
4. Practice proper Netiquette. Be polite. Never send or encourage others to send abusive messages.
5. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
6. Use electronic mail appropriately during school hours: no sales, advertisements or solicitations, personal communications, etc. E-mail is not guaranteed to be private. Messages relating to or in support of illegal activities or inappropriate activities, as pertaining to this Acceptable Use Policy, must be reported to the principal, teacher/supervisor, or systems administrator.
7. Scan any and all file transfers and disks for viruses before opening them.
8. Report any incident which breaches the Acceptable Use Policy immediately to the technology coordinator.
9. Obtain written permission from the proper school authority before posting any information on the Internet using the Catholic High School, New Iberia, LA name.
10. Obtain written consent for any produced recording (i.e. sound, photo, video) from all parties involved before publishing it on the Internet.

## **Prohibited Behaviors**

***Level I Offenses:***

1. Intentionally or carelessly wasting limited resources (e.g. printer supplies, bandwidth, drive capacity, etc.).
2. Joining chats, posting on forums or blogs, or using personal e-mail from the school network without a teacher's permission to do so as a legitimate class project.
3. Revealing personal and confidential information (i.e. address, phone number, birth date, etc.) of yourself or others.
4. Indicating Catholic High School as the school you attend when creating online profiles or Web pages.

***Level II Offenses:***

5. Malicious use of the C.H.S. network through hate mail, chain letters, harassment, profanity, vulgar statements, or discriminatory remarks.
6. Using other users' accounts and/or passwords.

7. Downloading ANY files or installing any programs, unless specifically directed to do so by a teacher as part of a legitimate class project.

***Level III Offenses:***

8. Attempting to bypass security and/or filtering systems (hacking) and gain access to information that you do not have a right to see.
9. Using the information networks for illegal, inappropriate, or obscene purposes, or in support of such activities. If a site is accidentally accessed, the teacher, librarian, and/or technology coordinator should be immediately contacted for documentation purposes.
10. Using CHS computing resources for commercial or financial gain or fraud.

***Level IV Offenses:***

11. Participating in ANY acts of vandalism with regards to C.H.S. technology resources.
12. Posting pictures of yourself or others in any Catholic High School uniform in any electronic environment.
13. Representing Catholic High School in any inappropriate manner. This includes posting personal information and/or opinions as a student of Catholic High School of an obscene or illegal nature.
14. Attempting to represent yourself in any electronic environment as another user, including fellow students, faculty members, and/or other members of the Catholic High School community.

**Consequences for Misuse**

Use of electronic information resources is a privilege, not a right. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

The signatures at the end of this document are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

***Level I Offenses:*** Suspension of all school technology resources for two weeks; 2-hour conduct detention

***Level II Offenses:*** Suspension of all school technology resources for one month; in-school suspension

***Level III Offenses:*** Revocation of all school technology resources for the remainder of the school year, or 5 months, depending on the timing of the offense; in-school suspension

***Level IV Offenses:*** Revocation of all school technology resources for the remainder of the school year, or 5 months, depending on the timing of the offense; out-of-school suspension

Repeat offenders will be assigned disciplinary action for the next highest level of offense. Habitual offenders face the possibility of three-day suspensions, expulsion, and/or legal action and prosecution by the proper authorities. Offenses carry over and accumulate with each successive school year.

Anyone accused of any violation has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

## **Student Acceptable Use Policy 9-12 Grade**

### **Student Signature of Agreement:**

I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that Internet use on my school computer may be monitored. I understand that use of the electronic information resources should be restricted to educational purposes and that any violations of the above provisions will result in the prescribed disciplinary and/or legal action. I therefore agree to maintain acceptable standards and to report any misuse of the system to the appropriate teacher or administrator. I hereby agree to comply with the above described conditions of acceptable use.

Student Name (please print): \_\_\_\_\_

Grade: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

E-mail: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Parent Or Guardian:**

As the parent or guardian of the above named student, I have read this Acceptable Use Agreement and understand that Internet sites are filtered and that electronic information resource accounts may be monitored. I understand my child may be disciplined for inappropriate or unacceptable use of electronic information resources. I further understand that student use of the electronic information resource system is designed for educational purposes. I understand that it is impossible for Catholic High School to filter or restrict access to all inappropriate materials. I will not hold Catholic High School responsible for inappropriate or unacceptable materials my child may acquire on the network system. I hereby give my permission and approve the issuance of an electronic account for my child.

Parent or Legal Guardian (please print): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR CHILD TO ENSURE HE OR SHE UNDERSTANDS THEM.**

**THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR CHILD'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.**