

DEPARTMENT OF TOTAL CATHOLIC EDUCATION
REGULATION FOR DIOCESAN BOARD POLICY

D/B Code 5025

REGULATION: RULES AND CODE OF ETHICS

HOLY CROSS CATHOLIC SCHOOL

Adapted from NCEA's From the Chalkboard to the Chatroom, 2001

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending HOLY CROSS CATHOLIC SCHOOL.

1. I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school/catechetical program. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring media (media includes but is not limited to CD-ROMs, DVDs, MP3s), software, hardware and peripheral devices from home to be used on school/catechetical program equipment without proof of licensure and prior approval of appropriate educational/catechetical personnel.
3. Network storage areas may be treated like student lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on these servers will be always private.

I recognize that the work of all users is valuable; therefore, I will protect the privacy of theirs by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's/catechetical program's procedures for the storage of information. I realize that files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer hard drive.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school/catechetical program. Students using network or computing resources must comply with the appropriate rules for that network or resource. **Access is a privilege, not a right.** Access entails responsibility.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, teachers, catechists or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school/catechetical program computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin boards that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or disciplinary action. The school/catechetical program reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, staff, and volunteers of the school/catechetical program may request the system administrator to deny, revoke or suspend specific user privileges. Violations of the rules and code of ethics described above may result in loss of access to computers and networks. Additional disciplinary action may be taken by law enforcement agencies when applicable. Individual users are ultimately responsible for their activity on the technology resources.

ACCEPTABLE USE FOR COMPUTERS AND TELECOMMUNICATIONS

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff, and volunteers of the school/religion education programs. Network and Internet access is provided to further the legitimate educational goals of this institution. The school/catechetical program provides computing and network resources for the use of students, employees, volunteers, and others affiliated with the school/catechetical program. Members of these educational programs are encouraged to use the computers, software packages, electronic mail (e-mail), or outside the school/catechetical network software for educational or school related activities and to facilitate the efficient exchange of useful information. However, the equipment, software, and network capacities provided through these educational computer services are and remain the property of the school/catechetical program. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and World Wide Web sites to enrich and expand curriculum is encouraged.
- E-mail capabilities may be used to facilitate distance learning projects.
- List-serves and newsgroups may be used to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable uses of these resources include, but are not limited to, those uses that violate the law, the rules of the network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- ✓ Transmission of any material in violation of any federal or state law, including but not limited to: copyrighted material; threatening, harassing, pornographic, or obscene material; or material protected by trade secret is prohibited. The transmission of copyrighted materials without the written permission of the author or creator through e-mail or other network resources in violation of United States copyright law is prohibited. As with all forms of communications, e-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. The display or transmission of text, messages, images, cartoons or the transmission or use of e-mail or other computer messages may constitute harassment and such items that are sexually explicit constitute sexual harassment, both of which are prohibited by diocesan policy. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- ✓ The use for personal financial or commercial gain, product advertisement or the sending of unsolicited junk mail, or chain letters is prohibited.
- ✓ 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.

- ✓ The creation, propagation, and/or use of computer viruses is prohibited.
- ✓ The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- ✓ Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- ✓ Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the educational operator from intercepting and stopping e-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the computer resources.

Access to the school's/catechetical program's e-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. Users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- ✓ 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.
- ✓ All users must understand that the school/catechetical program cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via e-mail.
- ✓ The school/catechetical program reserves the right to access e-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or lies to law enforcement authorities.
- ✓ Any information contained on the school's/catechetical program's computer's hard drive or computer disks which are purchased by the school/catechetical program are considered the property of (name of school/catechetical program).

This agreement applies to stand-alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, disciplinary action, and/or appropriate legal action may be taken. The decision of the administrator regarding inappropriate use of the technology or telecommunication resources is final. The administration reserves the right to seek monetary remuneration for damage necessitating repair or replacement of equipment, networks, and systems.

Students' Electronic Equipment Use Policy

Cellular phones, digital cameras, MP3 players, electronic pagers, two-way communication devices and all other electronic devices must be turned off while in the school building and kept in the student's locker. MP3 players may be used to listen to music only in scheduled study halls or classrooms, at the discretion of the teacher. Holy Cross Catholic School is not responsible for lost, stolen, or damaged electronic devices.

Consequences if a student has, or is using a device during school hours:

- First Offense – Warning; shut device off and store it in locker.
- Second Offense – Shut device off and store it in locker; parents will be contacted.
- Third Offense – The device will be confiscated and the parent will need to come to school to pick up the phone and conference with the student and the principal.

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