

**PLEASE READ THIS DOCUMENT;  
SIGN AND RETURN PAGE 4 BY AUGUST 26, 2016**



**Our Lady of the Sacred Heart High School  
Student Acceptable Use and Internet Policy**

Our Lady of the Sacred Heart (OLSH) seeks to provide a quality education for all of its students that will help them to achieve their full potential as human beings, to foster the maximum development of their physical and intellectual gifts from God, and to prepare them to be productive members of society. In keeping with the Catholic identity of the school and the Felician core values, all students are expected to conduct themselves appropriately while using technology at OLSH.

The smooth operation of the computer network relies upon the proper conduct of the end users who are required to adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, it requires efficient, ethical, and legal utilization of the network resources. If an OLSH user violates any of these provisions, his or her account may be terminated and future access may be denied. The rapid changes of technology may cause these policies to be amended at any time. Amendments will be communicated to the students once finalized. The signature(s) at the end of this document is (are) legally binding and indicates that the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

***Acceptable Use and Internet Policy***

- The use of your account must be in support of education and research and consistent with the educational objectives of OLSH.
- The user is responsible for his/her account and all work done under that account. Any unauthorized use of that account by other users must be reported.
- Students are responsible for keeping their passwords confidential and should never share this information or access to OLSH resources with others. It is recommended that students change their passwords and keep this information confidential. Students who lose or forget their passwords may contact the Director of Technology for assistance.
- Students may access only the resources they have been given permission to access. Attempting to access unauthorized resources, such as folders or server shares, is prohibited.
- The use of the Internet is a privilege, not a right, any inappropriate use will result in a cancellation of this privilege.
- The Director of Technology, OLSH Administration, and OLSH Academic Council will determine what constitutes inappropriate computer/internet use and their decision is final.
- The Director of Technology reserves the right to suspend or close a specific user account at any time.
- Any attempt to access the OLSH network as another user is prohibited.

- Any attempt to interrupt or damage the operation of any of the systems is prohibited.
- Use of any programs or materials designed to breach network security, such as software designed to capture passwords or to break encryption protocols, is strictly prohibited.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network/internet.
- OLSH will monitor, without prior notice, student internet use in terms of time and content.
- 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.
- Any attempt to download, view, or share copyrighted material by use of bit torrents or other peer-to-peer (P2P) software is prohibited.
- Use of the OLSH network/internet for commercial activities, product advertisement, or political lobbying is prohibited.
- Students may not download, install, copy, or remove any computer program from OLSH equipment.
- Computer games that are curriculum based may be played only in the respective classroom setting.
- The use of online games is permitted on the first floor of the OLSH library ONLY. Games must be school-appropriate, non-violent, and should not disturb the work of other students. OLSH reserves the right to determine what is appropriate. A suggested list of appropriate games is (or will be) provided on the OLSH library website. If you are unsure if a game is appropriate, check with the librarian or the Director of Technology. Multiplayer games are strictly prohibited.
  - Gaming privileges will be suspended or revoked if these requirements are not met. The librarian or designee reserves the right to restrict gaming in the library as necessary. Gaming is only permitted under the direct supervision of the librarian.
- Students may review personal email through mail services or browsers for academic use only. Any e-mail originating at OLSH or received at OLSH is not private and may be monitored.
- Students are prohibited from posting on or transmitting through the OLSH systems any unlawful; harmful; threatening; abusive; harassing; defamatory; vulgar; obscene; profane; hateful; or racially, ethnically or otherwise objectionable material of any kind.
- Any attempt to harm or destroy data of another user, of the OLSH or Felician Sisters networks, or on the internet, will result in termination of user privileges, disciplinary action, and possible legal referral. This includes, but is not limited to, the uploading or creation of computer viruses and other malicious entities.
- Any attempt to access chat rooms, newsrooms, or social networking sites over the OLSH network is prohibited. Sites include, but are not limited to, Facebook®, Twitter®, etc.
- Any attempt to bypass the OLSH internet content filter will result in disciplinary action.
- Use of the OLSH network/internet for the purposes of plagiarism is prohibited.
- Personal/Student-owned computers (laptops) are **NOT** permitted at OLSH at any time.

## *Email Acceptable Use*

Upon enrollment at OLSH each student is issued an official OLSH email address.

- All student Electronic Mail (email) accounts are the property of OLSH. Email activities must comply with the OLSH student handbook and the Student Acceptable Use and Internet Policy. The user accepts all responsibility to understand the policies.
- Use of the OLSH's email system is a privilege, not a right, any inappropriate use will result in a cancellation of this privilege.
- The primary purpose of the student email system is for students to communicate with school faculty/staff, outside resources related to school assignments, and fellow students to collaborate on school activities.
- Account user names and passwords will be provided to parents as well as to students. Students should not share their passwords. Students who lose or forget their passwords may contact the Director of Technology for assistance.
- Communication through the school's email system will exhibit common sense and civility. It will abide by OLSH's student code of conduct. Students are responsible for messages sent from their accounts.
- Students will report any unusual activities such as "spam" communications, obscene email, and the like to the school's Director of Technology for action. Students are prohibited from sending any unlawful; harmful; threatening; abusive; harassing; defamatory; vulgar; obscene; profane; hateful; or racially, ethnically or otherwise objectionable material of any kind.
- Although OLSH does not make a practice of monitoring electronic mail, the administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- Improper use of the system will result in disciplinary action and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action.
- The Director of Technology reserves the right to suspend/close an email account at any time.
- The student will be removed from the system two weeks after the date of graduation; students leaving the school for any other reason will be removed from the system immediately.

OLSH makes no warranties of any kind, whether expressed or implied, for the service it is providing. OLSH will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, or service interruptions. Use of any information obtained via the internet is at your own risk. OLSH and any sponsoring faculty specifically deny any responsibility for the accuracy or quality of information obtained through our service.

### **Disciplinary Actions**

- a) 1st offense = 10 pts + 2 academic months restriction from use
- b) 2nd offense = 20 pts + suspension + 4 academic months restriction.
- c) 3<sup>rd</sup> offense = permanent suspension of internet privileges at OLSH.

- Penalties are to include consecutive academic years in the case of a 3<sup>rd</sup> or 4th quarter violation.
- Penalties are CUMULATIVE through the four years of a student's career at OLSH.

OLSH Administration may at its discretion remove any student from a computer class due to violation(s) of the Student Acceptable Use and Internet Policy.

## ***OLSH Acceptable Use and Internet Policy***

### ***Student:***

I understand and will abide by the above Student Acceptable Use and Internet Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken by the OLSH Discipline Board, and/or appropriate legal action may be taken.

Student Name: (Print) \_\_\_\_\_

***Student Signature (User):*** \_\_\_\_\_

***Parent/Guardian Signature (Witness):*** \_\_\_\_\_

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

## ***OLSH Internet User Agreement***

### ***Parent/Guardian:***

As the parent or guardian of this student, I have read the Student Acceptable Use and Internet Policy. I understand that this access is designed for educational purposes. OLSH has taken precautions to eliminate controversial material. I also recognize it is impossible for OLSH to restrict access to all controversial materials, and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct. This permission is valid for this school year only unless otherwise notified.

Parent/Guardian: (Print) \_\_\_\_\_

***Parent/Guardian Signature:*** \_\_\_\_\_

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

***Please retain pages 1-3 for future reference. Sign and return page 4.***