

Policy on Acceptable Use of Computerized Information Resources

September 2009

Cardinal O'Hara High School provides access to various computerized information resources to every COHS student and employee, subject to the Terms and Conditions found in this document. These resources may include access to electronic mail, on-line services, internal network resources, and the Internet. Resources also include access to systems not controlled by the school.

Users should not expect that files stored or created on school-based computers are private. Any work created with or stored on COHS systems, including all email correspondence, is the property of Cardinal O'Hara High School. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

Cardinal O'Hara High School does not condone the use of unsuitable materials and does not permit the use of such materials in the school environment. Every reasonable effort will be made to monitor the usage of COHS's computer system through a combination of filtering software and adult supervision. Despite the existence of guidelines, regulations and monitoring it will not be possible to completely prevent access to computerized information that is inappropriate for students.

The use of the COHS computerized information resources is a privilege, not a right, and inappropriate use will result in a revocation of those privileges. Student failure to follow the guidelines may result in further disciplinary action. The system administrators will judge what is inappropriate use and may deny a user access at any time as required. Administrators, faculty, and other professional staff of COHS may request that system administrators deny, revoke, or suspend specific users. The decision of the system administrators is final.

Only users with a signed Contract Agreement on file with the system administrator are permitted to access Cardinal O'Hara High School's computerized information resources.

Acceptable Use

The use of technology must be in support of education and research consistent with the educational objectives of the Cardinal O'Hara High School. Use of another organization's network or computing resources must comply with the rules appropriate for that network. The following restrictions on Cardinal O'Hara systems apply:

- a) Do not access the Internet, email, other electronic communication or any program or part of a program that is not consistent with the education and research goals of the school.
- b) Do not share any password or account assigned to you by COHS administrators.
- c) Without the consent of a COHS faculty or staff member, do not change, copy, rename, delete, read, or otherwise access files or software that you did not create.
- d) Do not use the network to violate any local, state or federal statute. This includes, but is not limited to, transmission of threatening, abusive or obscene material.
- e) Do not violate the copyright, plagiarize or otherwise use the intellectual property of another individual or organization without permission. **All works must be properly cited.**
- f) Do not access, compose, upload, download, create, or distribute pornographic, obscene, sexually explicit material or language.
- g) Do not purchase any goods or services through any COHS-provided on-line service.
- h) Do not use the network for commercial activities, product advertisement, or political lobbying.

- i) Do not vandalize, damage, disable, or "hack" the files or accounts of others. Creation or use of a virus is considered vandalism.
- j) Do not upload or download or share any files without (a) verifying that it is legal to do so under US copyright laws or (b) receiving prior authorization by a COHS staff member.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a) Be polite and use appropriate language. Do not use profanity, vulgarities, or any other inappropriate, offensive, harassing, or "stalking" language or behaviors.
- b) **Do not reveal personal information about yourself or others on-line** such as name, home or work address, telephone, bank card number, etc.
- c) Do not meet with someone you have met on-line without being accompanied by a parent.
- d) Do not use the network in such a way that would disrupt the use of the network by others.
- e) Assume that all communications, programs, files, and any other information accessible via the COHS network are private, copyrighted property and respect them as such.

Security

Security on any computer system is a high priority, especially when the system involves many users. If a user feels able to identify a security problem on the COHS network, the user must notify a supervising professional or a system administrator without delay. Users may not, under any circumstances, use another individual's account. Any user identified as a security risk or having a history of problems with other computer systems may be denied access.

Vandalism

Vandalism is defined as damaging, defacing, disassembling, or destroying any part of computer or network hardware. Students are not to move any cables, switches, and plugs including those associated with the network. Vandalism also includes any attempt to harm or destroy data of another user, the COHS network, the Internet, or any other connected agency or network. This includes, but is not limited to, the uploading or creation of computer viruses or worms. Payment for the repair or replacement of damaged hardware or for services needed to undo software changes may be required of the offender.

Publishing

Prior to publication on the Internet, home pages that are created and intended to represent COHS or departments of COHS must be approved by the Administration. Use of student or employee images or names is strictly prohibited without the written permission of the student's parent/guardian or the employee. Student home addresses will not be published on the Internet. Publication of student or employee documents created as part of a classroom or work assignment for the school must be approved by the Administration or its designee.

Disclaimer

Cardinal O'Hara High School, its employees and agents, make no warranties of any kind, neither expressed nor implied, concerning the computerized information resources it provides. Furthermore, COHS is not responsible for:

- a) Any damages suffered by a user, including but not limited to loss of data resulting from delays or interruptions in service, or computer viruses;
- b) The accuracy, nature, or quality of information stored on any media, drives or servers;
- c) The accuracy, nature, or quality of information gathered through the Internet;
- d) Damage to personal property used to access computers, networks, or the Internet;
- e) Unauthorized financial obligations resulting from Internet access. Such charges are the responsibility of the user ordering those services.

Account Termination and Appeal Process

Violation of the policies described herein for use of computing resources will be dealt with seriously. Violators are subject to disciplinary procedures of the Cardinal O'Hara High School, may lose computing privileges or account and network access, and may also be subject to prosecution by state and federal authorities under laws including, but not limited to: The Privacy and Protection Act of 1974; The 1986 Electronic Communications Privacy Act; The Computer Fraud and Abuse Act of 1989.

Accounts on Cardinal O'Hara systems may be terminated or disabled with little or no notice for violation of the Policy on Acceptable Use of Computerized Information Resources, or for other inappropriate use of computing and network resources. When an account is terminated or disabled, we will make an attempt to contact the user (at the phone number they have on file with us) and notify them of the action and the reason for the action. If the user feels such termination is unwarranted, or that there are mitigating reasons for the user's actions, he or she may appeal to:

1. The Technology Coordinator
2. The Director of Academics will act as an appeal coordinator who will review the evidence and hear reasons why an appeal should be considered.

Users are advised that a history of infractions is kept. Any history of violations will be considered in determining what action to pursue. If warranted, serious violations of this policy will be brought before the appropriate School committee. Parents will be notified in writing of major offenses.

Computerized Information Resources Usage Agreement

Student

I understand and will abide by the Policy on Acceptable Use of Computerized Information Resources as described and revised by the Cardinal O'Hara High School, September 2009. I further understand that any violation of the regulations 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, and/or appropriate legal action.

Student's Name: _____

Year of Graduation: _____

Signature: _____

Date: _____

Parent or Guardian (required)

It is expected that the parent or guardian will have discussed the requirements of this policy with the student to insure proper use of the school computer system.

As the parent or guardian of this student, I have read the Policy on Acceptable Use of Computerized Information Resources as described and revised by the Cardinal O'Hara High School, September 2009. I have discussed this policy with the student and have set clear expectations for the student's use of the Cardinal O'Hara computer system.

I understand that this access is designed for educational purposes and that the Cardinal O'Hara High School has taken available precautions to eliminate controversial material. However, I recognize that it is impossible for Cardinal O'Hara High School to restrict access to all controversial materials and I will not hold the school responsible for materials acquired using COHS computerized information resources. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting and understand that I am legally responsible if the content of her communication is libelous. I hereby give permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name: _____

Signature: _____

Date: _____

Please Note:

Please **do not** separate the top page from this signature page. Return this form, as is, to the school. This AUP is printed, for reference, in the COHS student handbook. Students and parents will be asked to provide a signed agreement on a yearly basis. These forms are kept on file at Cardinal O'Hara.