

St. Mary's Visitation Parish School, Elm Grove, WI

Acceptable Use Policy
for the use of
Computers and Telecommunications
for
The Archdiocese of Milwaukee

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. The school/parish provides computing and network resources for the use of students, employees, and others affiliated with the school/parish. The equipment, software, and network capacities provided through school/parish computer services are and remain the property of the school/parish. 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. Misuses 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 the World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of 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 U.S. or state law is prohibited. This includes, not limited to: copyrighted material; threatening, harassing, pornographic, obscene material; or material protected by trade secret.
- The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. 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. This display or transmission of messages, images, cartoons, or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. 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, political lobbying, 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 school 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 school's/parish's computer resources.
- Access to the school's/parish's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School/parish 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 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/parish 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/parish 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 misinformation to law enforcement authorities.
- Any information contained on the school's/parish's computer(s) hard drive or computer disks which are purchased by the school are considered the property of the school/parish.
- 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, school/parish disciplinary action, and/or appropriate legal action may be taken. The decision of the principal/pastor regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.