



**SCHOOLS OF THE ROMAN CATHOLIC DIOCESE OF ALBANY**  
**Internet Safety/Computer Use Policy for Teachers and Students**

**Please read this document carefully before signing.**

Computer use and Internet access is now available to **students** and **teachers** in the **schools of the Roman Catholic Diocese of Albany** as we believe it offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service is to promote educational excellence in the Diocese by facilitating resource sharing, innovation, and communication.

Access to the Internet will enable students and teachers to explore thousands of libraries, databases, and bulletin boards while exchanging messages with users throughout the globe. In addition, the system will be used to increase school and Diocesan communication, enhance productivity, and assist employees in upgrading their skills through greater exchange of information with their peers. The system will also assist us in sharing information with the local community, including students, parents, businesses, service and governmental agencies.

With access to computers and people from around the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Families should be warned that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. For this reason and as required by the **Children's Internet Protection Act** [Pub. L. No. 106-554 and 47 USC 254(h)], technology protection measures (or "internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information at school. The filter will also prohibit access to any commercial social networking website (a website that allows users to create web pages or profiles that provide information about themselves and are available to other users; and offers a mechanism for communication with other users, such as a forum, chat room, email, or instant messenger) or chat room (website through which a number of users can communicate in real time via text and that allow messages to be almost immediately visible to all other users or to a designated segment of all other users) through which minors may easily access or be presented with obscene or indecent material; may easily be subject to unlawful sexual advances, unlawful requests for sexual favors, or repeated offensive comments of a sexual nature from adults; or may easily access other material that is harmful to minors.

The purpose of this policy is to ensure that use of computers and Internet resources is consistent with our stated mission, goals, and objectives. The smooth operation of computer resources relies upon the proper conduct of the students who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the

responsibilities you are about to acquire. If a user violates any of these provisions, his or her computer privileges will be terminated and future access could be denied in accord with the rules and regulations discussed with each user during Internet training sessions.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signatures at the end of this Policy are legally binding and indicate the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

### **Terms and Conditions**

1) Users are responsible for good behavior when using school computers, just as they are in a classroom or a school hallway. General school rules for behavior and communications apply.

2) Technology resources are provided for students and teachers to conduct research and communicate with others. Access to Internet/network services is conditionally given to students who agree to act in a considerate and responsible manner. Access is a privilege - not a right. That access entails responsibility. Inappropriate use will result in a suspension or cancellation of Internet privileges. The principal and technology coordinator will deem what is inappropriate use and their decision is final. Also, the administrators may terminate access at any time as required. The administration, faculty, and staff may request the technology coordinator to deny, revoke, or suspend specific user access and/or accounts.

3) Users are expected to abide by their generally accepted rules of network etiquette and conduct themselves in a responsible, ethical, and polite manner while online.

4) Users are not permitted to use the computing resources for product advertising, political lobbying, political campaigning or commercial purposes, including any sort of solicitation, absent prior written permission of the school. Unauthorized commercial uses of school computing resources jeopardize the school's relationships with network service providers and computer equipment and software vendors.

5) Computing resources may only be used for legal purposes and may not be used for any of the following purposes or any other purpose that is illegal, immoral, unethical, dishonest, damaging to the reputation of the school, inconsistent with the mission of the school, or likely to subject the school to liability. Impermissible uses (some of which may also constitute illegal uses) include, but are not limited to, the following:

- Harassment
- Libel or slander

- Fraud or misrepresentation
- Destruction of or damage to equipment, software or data belonging to the school or others
- Disruption or unauthorized monitoring of electronic communications
- Unauthorized copying or transmission of copyright-protected material
- Violation of computer system security
- Unauthorized use of computer accounts, access codes (including passwords) or network identification numbers (including e-mail addresses) assigned to others
- Unauthorized online access, including "hacking" and other unlawful activities
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities and so forth)
- Development or use of unapproved mailing lists
- Use of computing facilities for private business purposes unrelated to the mission of the school
- Academic dishonesty
- Violation of software license agreements
- Violation of network usage, policies and regulations
- Violation of privacy
- Posting or sending obscene, pornographic, sexually explicit or offensive material
- Posting or sending material that is contrary to the mission or values of the Diocesan School System
- Intentional or negligent distribution of computer viruses

6) Security on any computer system is a high priority, especially when the system involves many users. **The school will assume that users are aware that electronic files are not necessarily secure. Users of electronic mail systems should be aware that electronic mail in its present form is generally not secure and is**

**extremely vulnerable to unauthorized access and modification.** If you feel you can identify a security problem in the school's computers, network, or Internet connection, you must notify the principal or technology coordinator. Do not demonstrate the problem to others. Using someone else's password or trespassing in another's folders, work, or files without written permission is prohibited. Attempts to log on to the Internet or a network as anyone but yourself may result in cancellation of user privileges.

7) **Schools of the Roman Catholic Diocese of Albany** make no warranties of any kind, whether expressed or implied, for the service **the user is accessing**. We assume no responsibility or liability for any phone charges, line costs or usage fees, nor for any damages a user may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. We specifically deny any responsibility for the accuracy or quality of information obtained through its services.

### **Privacy and Confidentiality**

**The school reserves the right to inspect and examine any school owned or operated communications system computing resource and/or files or information contained therein at any time. When sources outside the school request an inspection and/or examination of any school owned or operated communications system, computing resource and/or files or information contained therein, the school will treat information as confidential unless any one or more of the following conditions exist:**

- **When approved by the appropriate school official(s) to which the request is directed**
- **When authorized by the owner(s) of the information**
- **When required by federal, state or local law**
- **When required by a valid subpoena or court order**

**Note: When notice is required by law, court order or subpoena, computer users will receive prior notice of such disclosures (viewing information in the course of normal system maintenance does not constitute disclosure).**

### **Sanctions**

**Violations of the terms and conditions of this Agreement shall subject users to loss of computer access, as well as other disciplinary action. Illegal acts involving school computing resources may also subject violators to prosecution by local, state and/or federal authorities.**

**STUDENT SECTION**

I have read the **Diocesan Internet Safety/Computer Use Policy**. I agree to follow the rules contained in this Agreement. I understand that if I violate the rules my Internet/network access privileges can be terminated and I may face other disciplinary measures.

User Name (please print) \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

User's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT OR GUARDIAN SECTION**

As the parent or legal guardian of the student signing above, I have read this **Internet Safety/Computer Use Policy** and have explained it to my child. I grant permission for my son or daughter to access the Internet. I understand that the school's computing resources are designed for educational purposes. I also understand that it is impossible for **schools of the Roman Catholic Diocese** to restrict access to all controversial materials and I agree not to hold the school responsible for materials acquired on the network. I hereby agree to waive and release any and all claims I may have against the school and its employees, representatives and volunteers or any claims for damages resulting from the use by my child of these services. I understand that individuals and families may be held liable for violations. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

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This space reserved for Technology Coordinator / System Administrator  
Assigned User Name: \_\_\_\_\_ Assigned Temporary Password: \_\_\_\_\_

**TEACHER SECTION**

I have read the **Diocesan Internet Safety/Computer Use Policy**. I agree to follow the rules contained in this Agreement. I understand that if I violate the rules my Internet/network access privileges can be terminated and I may face other disciplinary measures.

User Name (please print) \_\_\_\_\_

School \_\_\_\_\_

User's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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This space reserved for Technology Coordinator / System Administrator

Assigned User Name: \_\_\_\_\_ Assigned Temporary  
Password: \_\_\_\_\_