DIOCESE OF ERIE
&
ELK COUNTY CATHOLIC SCHOOL SYSTEM

ACCEPTABLE USE and INTERNET SAFETY POLICY
for
Employees, Students and Volunteers

Please read the following carefully before signing this document. This is a legally binding document.

Introduction

It is the policy of the ELK COUNTY CATHOLIC SCHOOL SYSTEM to: (a) prevent user access over its computer network for, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub.L.No.
106-554 and 47 USC 254(h)]. We will adhere to all Diocese of Erie policies and provisions for the protection of children as well as guidelines for Use of Photographic Images of Children and Youth.

Overview

Computers, handheld devices, network, Internet, electronic communications and information systems (collectively "CIS systems") provide vast, diverse and unique resources. Access to the school's electronic communications systems and network is granted to responsible users for educational purposes, and terms of use are outlined in this document. This access includes Internet access, whether wired or wireless, or by any other means.

SECTION ONE: GENERAL COMPUTING POLICY

1) Acceptable Use

In order to ensure smooth system operations, the school administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

a) Applying for a user ID under false pretenses
b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person
c) Deletion, examination, copying, or modification of files and/or data belonging to the school or other users without their prior consent
d) Attempts to evade or change resource quotes, posting personal communications without the original author's consent; invading the privacy of others; attempting or gaining unauthorized access to resources or entities; accessing or vandalizing the data of another user; using the network for any unauthorized or illegal activity, including violation of copyright or other contracts; downloading or uploading software
e) Use of facilities and/or services for commercial purposes
f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation regardless of system location or time duration
g) Copying programs purchased by you onto the school's computers and/or the network systems, without the express, written consent of the school
h) Copying programs, licensed to the school, for personal use
i) Abusing and disrupting electronic equipment and/or systems.

2) Security

It shall be the responsibility of all members of the school staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA). To the extent practical, steps shall be taken to promote the safety and security of users of the school's online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. Specifically, as required by CIPA prevention of inappropriate network usage includes: (a) unauthorized access, including 'hacking and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors. Appropriate training will be provided for staff and students in the use of technological resources, the Internet and electronic communications.

Subject to administrative approval, technology protection measures may be disabled or minimized, for adult Internet usage only, for bona fide research or other lawful purposes.

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
b) Decryption of system or user passwords
c) Copying, deleting, or moving system files
d) Deleting, examining, copying, or modifying files and/or data belonging to other users
e) Copying of copyrighted materials, such as third party software, without the express written permission of the owner or the proper license
f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
g) Vandalism is prohibited, including, but 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.
h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school computer resources.

SECTION TWO: INTERNET ACCESS

Internet access is available to employees and students of the ELK COUNTY CATHOLIC SCHOOL SYSTEM. We believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- electronic mail communication with people all over the world;
- many University Library Catalogs, the Library of Congress and the Education Resources Information Center, (ERIC);
- a plethora of topics ranging from Japanese culture to music, to politics, to the environment;
- the public domain and shareware of all types

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. Our school has taken precautions to restrict access to controversial materials. To the extent practical, technological protection measures (or "Internet filters") shall be used to block or filter access to inappropriate information on the Internet, or via other forms of electronic communications. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene, to child pornography, and to any material deemed harmful to minors. However, on a global network it is impossible to control all materials and a user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with education goals.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a user from our school violates any of these provisions, his or her Internet access will be terminated and future access could possibly be denied. Disciplinary and/or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

INTERNET ACCESS – TERMS AND CONDITIONS

1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. Your use must be in support of education and research, and consistent with the educational goals and objectives of our school. Each user is personally responsible to follow these provisions at all times when using the network.

a) Use of other organization's network or computing resources, including "cloud computing" must comply with the rules appropriate for that network.
b) Transmission of any material in violation of local, state and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening material, obscene material, pornographic material and criminal activity.
c) Use for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
d) Use of the network in any way that would disrupt network use by others is prohibited.
e) NEVER reveal personal information such as your address, phone number, password or social security number. This also applies to others' personal information or that of organizations.
f) Use of the network or computer resources to publicly oppose, degrade, and/or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The school administrator will deem what is inappropriate use and his or her decision is final.

3) Network Etiquette

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

a) Be polite. Do not send, or encourage others to send, abusive messages.
b) Use appropriate language. Remember that you are a representative of your school and Diocese on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are forbidden.
c) All communications and information accessible via the network should be assumed to be private property.

4) Online Safety and Behavior

The Elk County Catholic School System, in accordance with amendments to the Children's Internet Protection Act (CIPA) contained in the "Protecting Children in the 21st Century Act" (October, 2008), will include in our technology education program for minors instruction concerning:

a) Appropriate online behavior;
b) Interacting with other individuals on social networking websites and chat rooms;
c) Cyber bullying awareness and response. "Cyber bullying" is when a child, preteen or teen is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones.

5) Electronic Mail (E-Mail)

Whenever you send electronic mail, your name and user ID are included in each message. You are responsible for all electronic mail originating from your user ID, therefore:

a) 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.
b) All users must understand that the school cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over E-mail.
c) The school reserves the right to access E-mail to retrieve school information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, and/or to disclose messages, data or files to law enforcement authorities.

d) Any information contained on a school computer's hard drive or computer disks which were purchased by the school are considered the property of the school.
e) Forgery (or attempted forgery) of electronic mail is prohibited.
f) Attempts to send or sending harassing, obscene and/or other threatening e-mail to another user are prohibited.
g) Attempts to send or sending unsolicited junk mail, "for profit" messages or chain letters are prohibited.

6) Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's information to log onto the system. If you feel you can identify a security problem, you must notify a teacher or administrator. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to a teacher or administrator.

7) Updating Your User Information

If any information on your account changes, (e.g., telephone number, location, home address) it is your responsibility to notify a teacher or administrator.

8) Services

The Elk County Catholic School System makes no warranties of any kind, whether expressed or implied, for the computer and Internet service it is providing and will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. The Elk County Catholic School System specifically denies any responsibility for the accuracy or quality of information obtained through use of the Internet.

SECTION THREE: ADOPTION

Catholic Schools Office of the Diocese of Erie Acceptable Use and Internet Safety Policy
Approved by the Catholic Schools Office of the Diocese of Erie, August 2, 2010

Revised June, 2012

Elk County Catholic School System
Acceptable Use and Internet Safety Policy

Parental Consent Agreement

The Elk County Catholic School System has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that neither the School nor the Diocese of Erie has total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, we support and respect each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use and Internet Safety Policy ("the policy") and I have either explained it to my child/ward (student) or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at the Elk County Catholic School System

2. Check one:

[ ] I hereby consent to the student having access to, and use of, the telecommunications resources at the Elk County Catholic School System, I also hereby indemnify and hold harmless the Diocese of Erie and School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

[ ] I do not consent to the student having access to, or use of, the telecommunications resources at the Elk County Catholic School System.

_____

Parent's/Guardian's Signature Date

_____

Name of Parent/Guardian (Please Print)

_____

Name of Student (Please Print) Grade

_____

Home Street Address

_____

City/State/Zip

_____

Home Phone Office Phone

Elk County Catholic School System
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Faculty/Staff/Volunteer Agreement

I have read the Acceptable Use and Internet Safety Policy ("the policy"). I understand its significance, and I voluntarily agree to abide with all terms and conditions of the policy. I understand that any violation of the policy, or any applicable law, or of this agreement would be unethical and might even constitute a criminal offense. Should I commit any such violation, I understand that my privileges may be revoked and disciplinary action, and/or appropriate legal action, may be taken. I also hereby indemnify and hold harmless the Elk County Catholic School System from any claim or loss resulting from any infraction by me of the policy or any applicable law.

User's Signature Date

Name of User (Please Print)

Job Title or Position

Home Street Address

City/State/Zip

Home Phone Office Phone

Elk County Catholic School System
Acceptable Use and Internet Safety Policy

Student Agreement

I have read the Acceptable Use and Internet Safety Policy. I understand its importance, and I agree to willingly follow all terms and conditions of it. I further understand that violation of this agreement would be wrong and might even be a criminal offense. Should I choose to violate this agreement, my privileges will be taken away and disciplinary action, and/or appropriate legal action may be taken.

_____

Student Signature Date

_____

Name of Student (Please Print) Grade

_____

Name of Parent/Guardian (Please Print)

_____

Home Street Address

_____

City/State/Zip

_____

Home Phone Parent's/Guardian's Office Phone