



**COMPUTER AND TELECOMMUNICATION
RULES AND CODE OF ETHICS
Acceptable Use Policy**

**DEPARTMENT OF TOTAL CATHOLIC EDUCATION
REGULATION FOR DIOCESAN BOARD POLICY D/B Code 5025**
adapted from NCEA's From the Chalkboard to the Chatroom, 2001

User

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint Thomas Aquinas Academy.

1. I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and diskettes that are provided by the school/catechetical program. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that copyright laws protect software; therefore I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring media (media includes but is not limited to CD-ROMs, DVDs, MP3s), software, hardware and peripheral devices from home to be used on school/catechetical program equipment without proof of licensure and prior approval of appropriate educational/catechetical personnel.
3. Network storage areas may be treated like student lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on these servers will be always private.

I recognize that the work of all users is valuable; therefore, I will protect the privacy of theirs by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's/catechetical program's procedures for the storage of information. I realize that files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer hard drive.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school/catechetical program. Students using network or computing resources must comply with the appropriate rules for that network or resource. **Access is a privilege, not a right.** Access entails responsibility. **All users are expected to conduct their computer activities (both on-line and off) in an ethical and legal fashion.**

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, teachers, catechists or other staff members. 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. The use of school/catechetical program computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin boards that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or disciplinary action. The school/catechetical program reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, staff, and volunteers of the school/catechetical program may request the system administrator to deny, revoke or suspend specific user privileges. Violations of the rules and code of ethics described above may result in loss of access to computers and networks. Additional disciplinary action may be taken by law enforcement agencies when applicable. Individual users are ultimately responsible for their activity on the technology resources.
7. 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.

I agree to honor the **Computer and Telecommunication Rules and Code of Ethics Acceptable Use Policy** as outlined for using any Saint Thomas Aquinas Academy Technology and equipment.

Students name (print)

Grade

(Signature: Father/Guardian)_____

Date:_____

or

(Signature: Mother/guardian)_____

Date:_____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____

Student Signature _____ Date _____