



HTCS Technology Policy 2020-2021

As stated on OptionC eForms for digital signature:

- I understand technological resources are for educational purposes only.
- I understand there is no privacy in regards to computer files, and administration may search at any time.
- I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property.
- I understand students are responsible for anything done under their login session.
- I understand that a detailed list of consequences can be found in the handbook.

INTERNET ACCESS AUTHORIZATION

(Diocesan Policy 1341 Revised November 18, 2014)

In order to access and use the school's Internet and other related technologies (the "Network"), each person ("User") must sign this Authorization and the Internet Code of Conduct. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this Authorization. Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. The failure of any User to follow the terms of this Authorization/or Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. **Acceptable Use.** Access to the school/parish/diocese's Network must be for the purpose of education or research, and be consistent with the Internet Code of Conduct and the educational objectives of the Diocese of Belleville (the "Diocese").
2. **Unacceptable Use.** You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
 - c. Downloading copyrighted material for other than personal use;

- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space, printing supplies, etc.;
- f. Gaining unauthorized access to resources or entities;
- g. Invading the privacy of individuals;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

3. Privilege. The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this Authorization and may deny, revoke or suspend access at any time.

4. Network Etiquette. Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
- d. Do not use the Network in any way that would disrupt its use by other Users.
- e. Consider all communications and information accessible via the Network to be private property.

5. E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the use of the Network from time to time. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.

6. No Warranties. The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.

7. Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

8. Indemnification. The User shall indemnify the school/parish/diocese's for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this Authorization.

9. Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal immediately. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.

10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses. Students, adult students, parent(s)/guardian(s), and teachers need only sign this Authorization for Network Access once while e-mailed or employed by the school/parish.

Acknowledgment and Agreement

I understand, agree to, and will abide by the above Authorization for Internet Access and I warrant that I have signed, understand and will abide by the Internet Code of Conduct. I further understand and agree that should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will be responsible (and promise to pay) for any costs or damages associated with or resulting from any such breach or violation. In consideration for using the school's Network connection and having access to other networks, I hereby release the school/parish/diocese and its board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Network.

Internet Code of Conduct

(Diocesan Regulation 1341 Revised June 3, 2013)

The Diocese of Belleville (the "Diocese") and schools/parishes affiliated with the Diocese want to promote and encourage use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the Diocese and such schools/parishes. In an effort to further those objectives and maintain the integrity and reputation of the Diocese and those schools, the following Code of Conduct has been developed for persons who access the Internet through the Diocese or a school/parish affiliated with the Diocese. Access is conditioned upon the User's agreement to and continued compliance with this Code of Conduct.

1. The User shall only use the Internet and related technologies (the "Network") in support of education and research and consistent with the educational objectives of the Diocese of Belleville, and to promote educational excellence by facilitating resource sharing, innovation and communication. All use of such technology is intended to promote the proclamation of the Gospel, to teach the doctrinal traditions and moral standards of the Church and faith formation.
2. The User shall comply with the rules of other organizations, networks, or computing resources when using other networks.
3. The User is responsible for his or her actions and activities involving the Network.

4. The User shall not without authorization:
 - a. Use the Network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state regulation, including, but not limited to, copyrighted material.
 - b. Download or transmit software, without authorization, regardless of whether it is copyrighted or devirused.
 - c. Use the Network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy data of another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
 - d. Download copyrighted material for other than personal use
 - e. Download or transmit material protected by trade secrets.
 - f. Use the network for private financial or commercial gain.
 - g. Use resources wastefully, such as file space.
 - h. Gain or seek unauthorized access to resources or entities.
 - i. Use another user's account or password.
 - j. Post material authored or created by another without his/her consent.
 - k. Post anonymous messages.
 - l. Use the Network for commercial or private advertising.
 - m. Use the Network to play games, engage in unauthorized chat, chain letter communication, or flame letters.
 - n. Access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, harassing, illegal material or information on bombs, or any other weapons.
 - o. Use the Network while access privileges are suspended or revoked.
 - p. Reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
 - q. Use the Network for any purpose other than those consistent with the educational objectives of the school/parish/Diocese of Belleville.

INTERNET/COMPUTER/ELECTRONIC DEVICE USE

The computer use agreement verifies that a student must comply with all school policies. In particular, it is to be understood that: any use of computers, phones, or any device at school are primarily for educational purposes; that there is no privacy in regards to computer files or devices (administration may search and confiscate any time); that students should never give their password or device to anyone else and are responsible for anything done under their login session or on their device, and that students may never use a computer or any device, and social media for any reason that would be contrary to Catholic values, injurious to another person, or for any type of malicious, violent, or sexual purpose. You are responsible for your actions and activities with the use of technology. Some examples of unacceptable uses are, but not limited to, the following: Any illegal activity, Any activity which is determined to be bully other students, Recording any person without permission, Taking pictures or video at school without the express consent of the person(s). Posting any pictures, videos or comments on social media sites, or in any media, of faculty, staff or any Diocesan employee.