

ST. FRANCIS HIGH SCHOOL

Internet Use Policy

Policy

It is the policy of St. Francis High School to provide internet access to all students, staff and faculty, whenever possible.

General Principles:

School provided Internet/Intranet privileges, such as computer systems and networks, are school resources intended for the purposes of educating young people, developing faculty and staff, and conducting the necessary business of the school. Use of the Internet/intranet is subject to monitoring for security and/or network management. Members of the school community may further be subjected to limitations on their use of such resources.

Conditions of use:

Users shall not:

- Use the Internet for any illegal purpose.
- Upload, download or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the school or to the school itself.
- Visit internet sites that contain illegal, obscene or hateful content which is objectionable and inappropriate for the workplace. Neither shall users send or receive material that is obscene or defamatory or which is intended to annoy, harass or intimidate another person.
- Disable Symantec Antivirus. PCs will be configured to automatically scan any material downloaded from an Internet Web site.
- Use the network in such a way that would disrupt the use of the networks by other users for educational or professional pursuits.

E-mail Use Policy

Policy:

It is the policy of St. Francis High School to provide e-mail to its students, staff and faculty, whenever possible.

General Principles:

- Correspondence via e-mail is not guaranteed to be private. Confidential e-mails should be sent with encryption.
- Use of e-mail may be subject to monitoring for security and/or network management reasons. Users may be subject to limitations on their use of such resources.

Conditions of use:

Users shall not:

- Spend an unreasonable amount of time on personal e-mail.
- Use e-mail for any illegal purposes.
- Send school-wide virus alerts. Please forward them to the technology coordinator to check virus alert information. The Coordinator will make sure necessary precautions are taken.
- Open an e-mail attachment from within Microsoft Outlook or any other mail client software, unless the user is sure it is virus free.
- Make or post indecent or objectionable remarks, proposals or materials.
- Transmit commercial software or any copyrighted materials belonging to parties outside of the school or to the school itself.

- Reveal or publicize confidential or proprietary information which includes, but is not limited to: financial information, marketing strategies and plans, databases and the information lists, and/or computer/network access codes and passwords.

Security Policies:

Security of St. Francis High School computing resources is a high priority, since the systems are used for our daily business. Users must abide by the following security steps:

- Do not download software from the internet or install software onto any disk drive in use at the school without prior consent of the technology coordinator.
- Do not allow anyone to use the user's login name and/or password without the permission of the technology coordinator.
- Do not use the login name and/or password of any other person in order to gain access to the network.
- Report any security problem to the technology coordinator immediately.

I have read and understood the preceding acceptable use policy. I further agree, by signing this document, to accept any or all disciplinary action resulting from my violation of this policy.

(Student Users must also have a parent signature for this agreement to be accepted.)

User's Name

User's Signature

Date

Parent's Name

Parent's Signature

Date