

ARRUPE JESUIT HIGH SCHOOL

Computer Usage Policy

Internet Usage Policy

Arrupe Jesuit High School recognizes that it is important for students to have access to electronic based research tools and master skills for their application to learning, problem solving, school work, and presentation of information.

Arrupe Jesuit High School also recognizes that while these resources represent extraordinary learning opportunities and enriching educational materials, they also offer persons with illegal, immoral, or inappropriate motives avenues for reaching students, teachers, staff, parents/guardians, and members of the community. Additionally, these resources present tempting opportunities for users to explore resources that are confidential, have restricted access, are inappropriate or disruptive to the classroom or workplace. It is the purpose of the school policy and regulations to outline acceptable student and staff behavior with respect to use of school technology and electronic resources.

Privileges

The use of Arrupe Jesuit High School technology and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. All staff members and students who receive a password/account login will participate in an orientation or training course regarding proper behavior and use of the network. The password/account login may be suspended or closed upon the finding of user misuse of the technology system or its resources.

Personal Responsibility

Access to electronic research requires students and staff to maintain consistently high levels of personal responsibility. Respect for, and protection of, password/account code security, as well as restricted databases, files, and confidential information is essential. Personal passwords/account logins protect students and staff utilizing electronic resources to conduct research or complete work. These passwords/account logins shall not be shared with others; nor shall students or staff use another party's password except in the authorized maintenance and monitoring of the network. Strict control of passwords/login codes protects staff and students from wrongful accusation of misuse of electronic resources or violation of Arrupe school policy, state, and federal law. Students or staff who misuse electronic resources or who violate laws will be disciplined at a level appropriate to the seriousness of the misuse.

Acceptable Use

The use of Arrupe Jesuit High School technology and electronic resources is a privilege, which may be revoked at any time. Staff and students are only allowed to conduct electronic network-based activities that are classroom or workplace related. Behaviors which shall result in revocation of access shall include, but will not be limited to: damage to or theft of system hardware or software; alteration of system hardware or software; placement of unlawful information, computer viruses or harmful programs on or through the computer system; entry into restricted information on systems or network files in violation of password/account login restrictions; violation of other users' rights to privacy; unauthorized disclosure, use or dissemination of personal information regarding minors; using another person's name/password/account to send or receive messages on the network; and use of the network for personal gain, commercial purposes, or to engage in political activity.

Students and staff may not claim personal copyright privileges over files, data or materials developed in the scope of their employment, nor may students or staff use copyrighted materials without the permission of the copyright holder.

The Internet allows users access to a wide variety of media. Even though it is possible to download these materials, students and staff shall not create or maintain archival copies of these materials unless the source indicates that the materials are in the public domain.

Access to electronic mail (E-mail) is a privilege and designed to assist students and staff in the acquisition of knowledge and in efficiently communicating with others. Arrupe Jesuit High School E-mail system is designed solely for educational and work related purposes.

E-mail files are subject to review by Arrupe Jesuit High School personnel.

Chain letters, "chat rooms" or Multiple User Dimensions (MUDs) are not allowed, with the exception of those bulletin boards or chat groups that are created by teachers for specific instructional purposes or staff for specific work related communication.

Students or staff who engage in "hacking" are subject to loss of privileges and school discipline, as well as the enforcement of any Arrupe Jesuit High School policy, state and/or federal laws that may have been violated. Hacking may be described as the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems or programs, or other property of Arrupe Jesuit High School, a business, or any governmental agency obtained through unauthorized means.

To the maximum extent permitted by law, students and staff are not permitted to obtain download, view or otherwise gain access to "inappropriate matter," which includes materials that may be deemed inappropriate to minors, unlawful, abusive, obscene, pornographic, descriptive of destructive devices, or otherwise objectionable under current school policy or legal definitions.

Arrupe Jesuit High School administration reserve the right to remove files, limit or deny access, and refer staff or students violating the Computer Usage Policy to appropriate authorities or for other disciplinary action.

Network Etiquette and Privacy

Students and staff are expected to abide by the generally accepted rules of electronic network etiquette. These include, but are not limited to, the following:

1. System users are expected to be polite. They may not send abusive, insulting, harassing or threatening messages to others.
2. System users are expected to use appropriate language; vulgarity, obscenity, libel, or other inappropriate references are prohibited.
3. System users may not reveal the addresses or telephone numbers of students, staff, or other individuals.
4. System users may not use Arrupe Jesuit High School's electronic network in such a manner that would damage, disrupt, or prohibit the use of the network by other users.
5. System users should assume that all communications and information is public when transmitted via the network and may be viewed by other users. The system administrators may access and read E-mail on a random basis.
6. Use of Arrupe Jesuit High School's electronic network for unlawful purposes will not be tolerated and is prohibited.

Services

While Arrupe Jesuit High School is providing access to electronic resources, it makes no warranties, whether expressed or implied, for these services. Arrupe Jesuit High School may not be held responsible for any damages including loss of data as a result of delays, non-delivery or service interruptions caused by the information system or the user's errors or omissions. The use or distribution of any information that is obtained through the information system is at the user's own risk. Arrupe Jesuit High School specifically denies any responsibility for the accuracy of information obtained through Internet services.

Security

Security on Arrupe Jesuit High School's electronic network is an extremely high priority. Any intrusion into secure areas by those not permitted such privilege creates a risk for all users of the information system.

The account logins/passwords provided to each user are intended for the exclusive use of that person. Any problems, which arise from the user sharing his/her account code/password, are the responsibility of the account holder. Any misuse may result in the suspension or revocation of account privileges. The use of an account by someone other than the registered holder will be grounds for loss of access privileges to the information system. Users are required to report immediately any abnormality in the system as soon as they observe it. Abnormalities should be reported to the classroom teacher or system administrator. Arrupe Jesuit High School shall use content filtering technology to protect students and staff from accessing Internet sites that contain visual depictions that are obscene, child pornography, or harmful to minors. Arrupe Jesuit High School shall comply with the applicable provisions of the Children's Internet Protection Act (CIPA) and the Neighborhood Internet Protection Act (NCIPA).

Vandalism of the Electronic Network or Technology System

Vandalism is defined as any malicious attempt to alter, harm, or destroy equipment or data of another user, school information service, or the other networks that are connected to the Internet. This includes, but is not limited to the uploading or the creation of computer viruses, the alteration of data, or the theft of restricted information. Any vandalism of school electronic network or technology system will result in the immediate loss of computer service, disciplinary action and, if appropriate, referral to law enforcement officials.

Consequences

The consequences for violating Arrupe Jesuit High School's Computer Use Policy include, but are not limited to, one or more of the following:

1. Suspension of Arrupe Jesuit High School Network privileges;
2. Revocation of Network privileges;
3. Suspension of Internet access;
4. Revocation of Internet access;
5. Suspension of computer access;
6. Revocation of computer access;
7. Suspension;
8. Expulsion; or
9. Employee disciplinary action up to and including dismissal.