

# **Cathedral High School Acceptable Computer Use Policy**

## **Policy Guidelines**

Computer, network and Internet access is a service provided on campus to the staff, students, and families of Cathedral and is intended for school-related purposes (such as communicating with other schools, suppliers, and colleagues to research relevant topics and to obtain useful educational information). When determining whether the use of a computer is appropriate, one may ask: "If I were doing this same activity in some other way (e.g. telephone, library, in person, by hand), would this activity be considered inappropriate?" Additionally, use of any computer should not cause incremental expense to Cathedral High School, nor should Cathedral High School's time be wasted. Users should not send mass mailings or run private businesses at the expense of Cathedral High School without proper permission.

When accessing the computer, network, and Internet at Cathedral High School, all existing local, state, federal laws as well as Cathedral policies must be followed including those that deal with intellectual property protection, privacy, sexual harassment, data security, and confidentiality.

## **Detailed Computer Policy Provisions**

1. Cathedral High School computer access is provided to staff and students for the purposes of study, research, service and other activities, which must be used in the conduct of official school business or in furtherance of the mission and purpose of Cathedral High School.
2. Each staff and student using Cathedral's computer, network, or Internet access shall identify themselves honestly, accurately, and completely when corresponding or participating in interactive activities such as on-line discussion boards, educational-related chat communities, instant messaging clients, etc.
3. Computing, network, and Internet resources must not be used to knowingly violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province, or local jurisdiction in any material way.
4. Staff and students have no right of ownership or expectation of personal privacy to their Internet usage, including personal computers or laptops while on the Cathedral campus. It is possible to monitor network and Internet usage, and Cathedral High School reserves the right to inspect any and all network traffic and files at any time. Cathedral High School reserves the right, without notice, to limit or restrict any computer, network or Internet usage.
5. Offensive content may not be accessed, displayed, archived, stored, distributed, edited, or recorded using Cathedral High School network, printing, or computing resources. Offensive content includes, but is not limited to, pornography, sexual comments or images, profanity, racial slurs, gender-specific comments, or any content that can reasonably offend someone on the basis of sex, race, color, religion, national origin, age, sexual orientation, gender identity, mental or physical disability, veteran status or any protected status of an individual or that individual's relatives or associates. Any content that may be interpreted as libelous, defamatory or slanderous is prohibited.
6. Computer, network, or Internet access shall not be used to run a personal business, gamble, conduct political campaigns, for personal gain, or to take part in any prohibited or illegal activity.
7. No user may use Cathedral High School computer, network, or Internet access to post messages to web message boards, chat rooms, "weblogs," "listservs," or other Internet communication facility, except in the conduct of official school business or furtherance of the Cathedral High School's mission.
8. No one may use Cathedral High School facilities knowingly to download or distribute pirated software or data. Any software or files downloaded via the network or Internet may be used only in ways that are consistent with their licenses or copyrights.
9. No one may use Cathedral High School facilities to monitor use of computing or network resources by any other individual, or perform any probing, scanning, "sniffing," or vulnerability testing, except as otherwise provided by Cathedral High School policies or law.
10. No one may use Cathedral High School computer, network, or Internet facilities to deliberately propagate any virus, worm, Trojan horse, trap-door, or back-door program code or knowingly disable or overload any computer system, network, or to circumvent any system intended to protect the privacy or security of another user.
11. No one may install, remove, or otherwise modify any hardware or software for the purpose of bypassing, avoiding, or defeating any filtering, monitoring, or other security measures Cathedral High School may have in place, except as otherwise provided by Cathedral High School policies.

Infractions of these policies constitute misuse of Cathedral High School assets and therefore are considered violations of Cathedral High School Code of Conduct and may result in disciplinary actions sanctioned under relevant provisions of Cathedral High School Rules and Regulations.