Internet & Computer Use Policy

We are pleased to offer our computer technology labs to our students. To ensure that every student benefits from the time spent with the computers and to prevent technical problems, please review the following Internet and Computer Policy.

Student use of the technology equipment is a privilege, which, at the discretion of the school administration, may be revoked by the school at any time. The school reserves the right to seek financial restitution for any damages caused by a student.

Purpose of Using the Internet

- To provide resources that complement those available in the school.
- To teach students how to locate and use information for academic purposes and personal enrichment in a safe and responsible manner.
- To help with facilitating scientific inquiry and data collection.
- To share information, experiences, and viewpoints with people in other geographic areas. (our future plans)

Code of conduct for Internet Use

When a student uses the Internet while at Mount Saint Mary Academy, that person's behavior is visible to the general public. Therefore, we require that all users abide by accepted rules of network and computer etiquette. These include, but are not limited to, the following:

- Be Polite - Do not send abusive, disrespectful, or discriminatory messages to anyone.
- Use Appropriate Language - Do not swear, use vulgarities, or any other form of inappropriate language at any time.
- Respect Privacy - Giving out any type of personal information is inappropriate. Students shall not give out private information pertaining to another individual or individuals. This includes, but is not limited to, giving out someone's home address, telephone number, or passwords for electronic devices.
- Respect the Access Rights of Others- Do not use computer access in a way that disrupts others' use.
- Report Suspicious Behavior- Report any incident, which is out of the ordinary or frightening, or any communication that may raise suspicions about someone's motives.

Unacceptable Uses

Unacceptable uses include:

- Vandalizing any software or hardware.
- Modifying any system settings on any computer or laptop.
- Disrupting the privileges of other computer users or misrepresenting other computer users.
- Copying, changing, reading, or using anyone else's software or files without prior permission from the instructor.
- Using the Internet for activities, which were not specified by the instructor.
- While on the Internet, purchasing goods or services.

Behaviors that can result in either suspension/ revocation of access privileges or school disciplinary actions include, but are not limited to:

- Using profanity, vulgarity, obscenity, or other language which tends to be offensive to or tends to degrade others.
- Use of invasive software, such as "viruses", and other detrimental activities, including use of a flash or USB drive.
- Viewing, storing, or transferring obscene, sexually explicit, or pornographic materials. • Sharing passwords or using someone else's password.
- Trespassing in another's folders, work, or files.

Involvement in these or any associated activities will result in disciplinary action being taken as set forth herein. Additional conduct, which is inconsistent with the intent of this Acceptable Use Policy, may subject the user to suspension or revocation of access privileges and/or disciplinary action by Mount Saint Mary Academy.

Responsibilities

Each user of the system shall assume full liability - legal, financial, or otherwise - for their actions when using Mount Saint Mary Academy computer technology. Responsible use of the school's computer technology requires that users **not**:

- Adversely affect the ability of others to use equipment or services.
- Conduct themselves in ways that are harmful or deliberately offensive to others.