

# 2011-12 LAKE MICHIGAN CATHOLIC MIDDLE & HIGH SCHOOL

## COMPUTER AND INTERNET USAGE CODE

Computer use and Internet access is encouraged and made available to further education and research in an academic setting consistent with the mission of Lake Michigan Catholic Schools. Computers and Internet access may be used only for academic purposes. Internet access is provided at times and places determined by the school under the direction and supervision of the staff. Files stored on school computers are restricted to school-related assignments only. Telecommunication is restricted to school-related projects and must be supervised by the teacher or staff. No public forum is created through the provision of this access or the use of the system. Before being permitted access to computers or the Internet, each student will complete verification that the student has read and understands this code. Acceptance of this policy is mandatory. Use of Lake Michigan Catholic computers and accounts is required for successful participation in class assignments. All students must have computer accounts.

The Internet contains extensive information on a variety of subjects. Not all information is accurate or reliable, particularly where the advice of medical, legal, accounting or other professionals would be appropriate. Caution is advised with information obtained in this manner, and users should not rely on advice found therein. Lake Michigan Catholic expressly disclaims responsibility for such advice. There is no privacy on the Internet; therefore, personal or identifying information should not be provided concerning anyone in the school. Many laws, including those related to copyright infringement, harassment, slander, and obscenity apply to Internet use.

### Students Shall Not:

- Use Lake Michigan Catholic computers or Internet access for private or commercial business.
- Violate any local, state, federal or international laws that apply to computer or Internet use, including but not limited to copyright infringement, plagiarism, software licensing, harassment, slander and obscenity.
- Access, produce, transmit and/or retransmit material advocating or promoting violence or hatred against individuals or groups, promoting destruction of property, or containing sexually oriented material.
- Hack or infiltrate school or outside computers' accounts, or networks, or attempt to establish or establish contact into school-restricted computer nets or any other unauthorized databases. Users shall not access, transmit, and/or retransmit material requiring a password or security authorization without legally possessing such password or authorization.
- Commit or attempt to commit any willful act which disrupts the operation of any school or outside computer or network. For example, users shall not release viruses, worms, spam, e-mail bombs, or other files that cause a disk to fill up, a network to bog down, or a software application to crash.
- Use computers for games, non-academic surfing, chatting, gambling, non-academic multimedia listening or viewing.
- Send, store or intentionally receive inappropriate or frivolous e-mail. All electronic communication must be polite, respectful, and contain no obscene, vulgar, degrading, or defamatory language.
- Use or include Lake Michigan Catholic's e-mail address in non-school web pages.
- Use encryption software from any access point within Lake Michigan Catholic schools.
- Bring computers from home into the school. Computer/network/internet access during school hours will be restricted to school owned equipment only, unless written permission has been received from the Technology Coordinator.
- Use school computers to enter chat rooms or for online messaging.

### Security

- Lake Michigan Catholic retains the ownership of all data, hardware and software. Students shall not copy (without authorization), delete, damage, or alter any hardware or software.
- Students shall not attempt to disable or circumvent Internet content filtering.
- All users must have their own password, keep it confidential, use only their own account, and log off after every use.
- Users may not access, use, modify or delete directories, files, data, or accounts or passwords of others.
- For collaborative projects, the student who logs on is responsible to monitor all use until the group session is complete and the session is logged off. Students aiding teachers are restricted to using only the program selected by the teacher.
- Any student who becomes aware of unauthorized use of a password or account should report the problem to the Technology Coordinator.
- Users damaging computers will be held responsible. To that end, food or drink of any kind is prohibited.
- There is no privacy on the Internet. Personal information, including full names, addresses, and phone numbers may not be included in electronic communications to strangers, unknown persons or entities.
- All non-school software and storage devices must be checked for viruses before being used on any computer and are subject to inspection and approval by school personnel at any time.

### Software

- Downloading and/or installing software is prohibited except by the express approval of the Technology Coordinator. This includes copyrighted software, shareware, and freeware.
- No user shall download, use, possess, transmit, retransmit and/or load bootleg software (any software which has been downloaded or is otherwise in the user's possession in any storage format without the appropriate registration of the software, including the payment of any fees owing the owner of the software). Use of any Lake Michigan Catholic equipment to duplicate any bootleg software is strictly prohibited.
- Modifying Lake Michigan Catholic computers, including additions, deletions, and changes of software, settings, preferences, properties, or account customization, is strictly prohibited.

### Usage Monitoring

Lake Michigan Catholic reserves the right to monitor, inspect, copy and/or delete all files and records created or stored on school-owned computers and control all computer and Internet usage including but not limited to, the transmission, receipt and storage of e-mail and websites visited to determine whether there have been breaches of security or inappropriate computer usage. Student files, including e-mail messages, should not be assumed to be private. The school administration may at any time inspect, copy and/or delete all files and records created or stored on school owned computers, and report any violations of rules or laws.

### Extracurricular Use of Computers and Internet Access

Use by student clubs and organizations is limited to those times when the computers and Internet access are not in use for instruction and shall be limited to educational purposes and governed by this policy.

### Penalties

A violation of this policy will be treated as a violation of the student discipline code and may result in temporary or permanent loss of computer and Internet access privileges or other disciplinary measures set forth in the discipline code including detention, suspension or expulsion if appropriate. Notification to parents/guardians will be made at any penalty level.