

**Computer Use** – The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school’s operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
  - a. Use only assigned accounts and passwords;
  - b. Do not share assigned accounts or passwords with others;
  - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
  - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
  - a. Observe all network security practices
  - b. Report security risks or violations to the school principal;
  - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
  - d. Do not disrupt the operation of the network or create or place a virus on the network;
  - e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others;
  - a. Do not infringe on copyright laws including downloading or copying music, games or movies’
  - b. Do not install unlicensed or unapproved software;
  - c. Do not plagiarize.
4. Respect the principles of the Catholic school;
  - a. Use only in ways that are kind and respectful’
  - b. Report threatening or discomfoting materials to the school principal
  - c. Do not access, transmit, copy or create materials that violate the school’s code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
  - d. Do not access, transmit, copy or create materials, that are illegal (such as obscene, stolen, or illegally copied materials or messages);
  - e. Do not use the resources to further any other acts that are criminal or violate the school’s code of conduct;
  - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
  - g. Do not send spam, chain letters or other mass unsolicited mailings;
  - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school’s principal.

**Supervision and Monitoring** – The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school’s information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

**Unacceptable Use of Outside Technology** – The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity,

indecenty, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as my Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

**Consequences for Violations – A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.**

St. Rose of Lima School has made substantial investments in technological resources to allow members of its community the ability to achieve educational goals and objectives through a variety of resources. Reasonable care has been taken to assure the appropriateness and educational quality of these internal and external resources; however, all families are warned that St. Rose of Lima School and the Archdiocese of Miami do not have total control of information that is freely available to the public outside the physical boundaries of our school. Neither the Archdiocese of Miami nor St. Rose of Lima School can be held responsible for any claim of loss or damage resulting from an infraction by the student(s) of the school policy or any applicable laws. Every family must remain the primary authority responsible for instilling proper standards of ethical, moral, and legal conduct their children should follow. St. Rose of Lima School supports and respects each family's right to decide whether or not their child should have access to the resources provided for our community. **If a parent does not consent to the student(s) having access to, or use of any technological resources at St. Rose of Lima School, they are to notify the principal in writing within seven days of the start of the school year.**

The following acceptable usage policy pertains to the technology program at St. Rose of Lima School including, but not limited to computers, software, related-systems, and telecommunications. All members of St. Rose of Lima including faculty, staff, students and designated members of our St. Rose of Lima community are expected to adhere to this policy.

Computers, software, related-systems, and telecommunications have been acquired and designed to serve the students, faculty, staff, and designated member of the St. Rose of Lima community. These facilities are provided as a privilege – NOT A RIGHT. St. Rose of Lima School reserves the right to deny use of any and all technology equipment at any point in time. Each user is responsible for the general care and integrity of these resources. This includes both the physical equipment and the use of this equipment.

Access to the technological resources at St. Rose of Lima School is provided solely for the legitimate educational goals of this institution. Members of the St. Rose of Lima community are expected to use these resources in a responsible manner to facilitate the exchange of educational information related to classroom lessons, discussions, outside reading and research topics; however, all services remain the property of St. Rose of Lima. All users are expected to conduct their computer and telecommunication activities in a morally and ethically appropriate fashion. Students at St. Rose of Lima School may access the Internet only with the supervision and guidance of a member of the faculty/staff at all times.

Examples of appropriate use of technological equipment may include, but are not limited to the following:

- Accessing the Internet to retrieve information from libraries, databases, and web sites that enrich and expand school-related curriculum.
- Using productivity software for the completion of classroom projects and activities.
- Using educational software to reinforce classroom lessons.

Examples of inappropriate and/or unacceptable use of technological equipment may include, but are not limited to the following:

- Transmitting material in violation of any United States law, including but not limited to copyrighted materials, threatening, harassing, violent, pornographic or obscene materials.
- Plagiarism (plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.)
- Using technological equipment for personal, financial, commercial, or related gains.
- Accessing personal or sensitive information via technological resources.
- Using and/or accessing personal Internet accounts through technological equipment provided by St. Rose of Lima School.
- Intentionally and maliciously causing physical interior or exterior damage to any technological-related equipment.
- Installing unauthorized or unapproved software on any computer system.
- Altering computer configurations causing hardware and/or software on diskettes, CD-ROMs or other storage devices to school unless specifically authorized by a member of the school faculty/staff to do so.

Violation of any of the items set forth in this *Usage Policy* will result in the suspension or loss of these privileges in their entirety as well as other potential disciplinary consequences and monetary damage restitution