

**DIOCESE OF ALLENTOWN**  
**SACRED HEART SCHOOL**  
**ACCEPTABLE USE POLICY**  
For  
**USE OF THE COMPUTERS, NETWORK, INTERNET,**  
**ELECTRONIC INFORMATION AND COMMUNICATIONS**

Please read the following carefully before signing this document. This is a legally binding document.

**SECTION ONE: GENERAL, COMPUTING POLICY**

**Overview**

Computers, handheld devices, network, Internet, electronic communications and information systems (collectively "CIS systems") provide vast, diverse and unique resources. Access to the School's electronic communication systems and network is granted to responsible users for educational purposes, and terms of use are outlined in this document. This access includes Internet access, whether wired or wireless, or by any other means.

**1) Acceptable Use**

In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to be used to access a computer or network and computer systems on that network, he or she is solely responsible for all actions taken while using the user ID. Therefore the following are prohibited:

- a) Applying for a user ID under false pretenses
- b) Sharing your user ID with any other person. (If you do share your user ID with another person, you will be solely responsible for the actions of that other person)
- c) Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- d) Attempts to evade or change resource quotas
- e) Use of facilities and/or services for commercial purposes
- f) Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction is a violation, regardless of system location or time duration
- g) Copying programs purchased by you onto Sacred Heart School computers and/or the network systems, without the express, written consent of Sacred Heart School .
- h) Copying programs licensed Sacred Heart School for personal use.
- i) Abusing and disrupting electronic equipment and/or systems.

**2) Security**

As a user of a computer or network, you may be allowed to access other networks and/or computer systems attached to those networks. Therefore the following are prohibited:

- a) Use of systems and/or networks in attempts to gain unauthorized access to remote systems
- b) Decryption of system or user passwords

- c) Copying, deleting, or moving system files
- d) Deleting, examining, copying, or modifying files and/or data belonging to other users
- e) Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license
- f) The willful introduction of computer "viruses" or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks
- g) Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- h) Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Nothing in this policy shall prohibit the school/institution operator from intercepting and stopping E-mail messages which have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of school/institution computer resources.

## **SECTION TWO: INTERNET ACCESS**

Internet access is now available to employees and students of Sacred Heart School. This access is being offered as part of a collaborative project involving Sacred Heart School and Sacred Heart School (ISP) We are pleased to bring this access to Sacred Heart School and believe the Internet offers vast, diverse and unique resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at Sacred Heart School by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Administrators, teachers, employees, and students have access to:

- \* electronic mail communication with people all over the world;
- \* access to many University Library Catalogs, the Library of Congress, and ERIC or other academic databases, public domain and open source software of all types;
- \* information and news from NASA, as well as the opportunity to correspond with the scientists at NASA and other research institutions.
- \* online learning communities where academic collaboration and discussion are encouraged;
- \* institutions of higher academic learning where students may earn college credits which will satisfy academic requirements towards bachelorette degrees.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the school setting. Sacred Heart School has taken precautions, which are limited to known sites, to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We, Sacred Heart School firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of this Project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Sacred Heart School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws may also be taken. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

## INTERNET ACCESS - TERMS and CONDITIONS

### 1) Acceptable Use

The purpose of accessing the Internet is to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research, and consistent with the educational objectives of Sacred Heart School. Each user is personally responsible for this provision at all times when using the network.

- a) Use of other organization's network or computing resources must comply with the rules appropriate for that network.
- b) Transmission of any material in violation of local, state, and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to: copyrighted material, material protected by trade secret, threatening or obscene material, and criminal activity.
- c) Use by student users for commercial activities or product advertisement (including campaigns for student government/council) is prohibited.
- d) Do not use the network in any way that would disrupt network use by others.
- e) **NEVER** reveal personal information, such as your address, phone number, password, or social security number. This also applies to others' personal information or that of organizations.
- f) Use of the network or computer resources to publicly oppose, degrade, or intentionally misrepresent any teachings, beliefs, or practices of the Catholic Church are strictly prohibited.

### 2) Privileges

The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be a part of a discussion with a Sacred Heart School faculty member pertaining to proper use of the network.) The system administrator will deem what is inappropriate use and his or her decision is final. Also, the system administrator may close an account at any time. An administrator, faculty member, or staff of Sacred Heart School has the right to request, for cause, that the system administrator deny, revoke, or suspend specific user accounts .

### 3) Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette (netiquette). These include, but are not limited, to the following:

- a) Be polite. Do not send, or encourage others to send, abusive messages
- b) Use appropriate language. Remember that you are a representative of your school and district on a non-private network. You may be alone on a computer, but what you say can be viewed around the world. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- c) All communications and information accessible via the network should be assumed to be private property.

### 4) Electronic Mail (E-Mail)

Whenever you send electronic mail, your name and userID are included in each message You are responsible for all electronic mail originating from your userID. Therefore:

- a) Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address or workstation to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.

- b) All users must understand that the school/institution cannot guarantee the privacy or confidentiality of electronic documents and any messages that are confidential as a matter of law should not be communicated over the E-mail
- c) The school/institution reserves the right to access E-mail to retrieve school/institution information and records. to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or files to law enforcement authorities.
- d) Any information contained on a school/institution computer's hard drive or computer disks which were purchased by the school/institution are considered the property of the school/institution.
- e) Forgery (or attempted forgery) of electronic mail is prohibited.
- f) Attempts to send harassing, obscene and/or other threatening e-mail otherwise known as "Cyberbullying" to another user is prohibited.
- g) Attempts at sending unsolicited junk mail, "for profit" messages or chain letters is prohibited.

## 5) Security

Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you feel you can identify a security problem, you must notify the system administrator, or send an e-mail message to Sacred Heart School. Do not demonstrate the problem to other users. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

## 6) Updating Your User Information

If any information on your account changes, e.g., telephone number, location, home address, it is your responsibility to notify the system administrator.

## 7) Services

Diocese of Allentown and Sacred Heart School make no warranties of any kind, whether expressed or implied, for the service it is providing. Sacred Heart School land will not be responsible for any damages you may suffer. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the system is at your own risk. Sacred Heart School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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Adopted by Sacred Heart School, 115 Washington Street , Bath , PA on April 15, 2015

*The Department of Education of the Diocese of Allentown would like to thank Bishop O'Reilly High School, Kingston, PA, the Luzerne Intermediate Unit #18, and the Diocese of Galveston-Houston for their assistance in developing this Acceptable Use Policy.*

## APPLICATION FOR INTERNET ACCOUNT

Complete this page and return it along with the signature sheet to:

**System Administrator**

Sacred Heart School  
115 Washington Street  
Bath, PA 18014

User's Full Name (please print) \_\_\_\_\_

Home Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_ Work Telephone ( ) \_\_\_\_\_

**CHECK ONE AND COMPLETE THE REQUESTED INFORMATION:**

I am a student in grade \_\_\_\_\_

I am a teacher  
I teach the following subject(s): \_\_\_\_\_

in grade(s) \_\_\_\_\_

I am an administrator working as \_\_\_\_\_

I am an employee working as \_\_\_\_\_

I am a Parent/Volunteer working as \_\_\_\_\_

I am a member of the Advisory Board/Board of Pastors.

at \_\_\_\_\_

When your account is established, you will be notified of your *login* name and user password.

Thank you for your interest and support of this exciting resource at Sacred Heart .

**Sacred Heart School**  
**Agreement for the Use of**  
**Computers and Telecommunications**  
***Parental Consent Form (Paper copy will be sent home.)***

Sacred Heart School has chosen to permit students access to computer and telecommunication resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the material available through the use of educational software and telecommunications. However, parents and guardians are warned that Sacred Heart School and the Diocese of Allentown do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, Sacred Heart School *supports* and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software, and Internet access at Sacred Heart School.

2. Check one:

I hereby consent to the student having access to, and use of, the telecommunications resources at Sacred Heart School, I also hereby indemnify and hold harmless The Diocese of Allentown and Sacred Heart School from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

I do not consent to the student having access to, or use of, the telecommunications resources at Sacred Heart School.

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Parent's/Guardian's signature

Date

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Name of Parent/Guardian (Please Print)

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Name of Student (Please Print)

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Street Address

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City/State/Zip

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Home Phone

Cell Phone

**Sacred Heart School  
Agreement for the Use of  
Computers and Telecommunications**

***Faculty/Staff/Volunteer Form***

I have read the Acceptable Use Policy for Computers and Telecommunications ("the policy"), I understand its significance, and I voluntarily agree to abide with all terms and conditions of it, imposed by the policy. I further understand that any violation of the policy or any applicable law or of this agreement would be unethical and might even constitute a criminal offense. Should I commit any such violation, I understand that my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken. I also hereby indemnify and hold harmless The Diocese of Allentown Sacred Heart School from any claim or loss resulting from any infraction by me of the policy or any applicable law.

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User's Signature

Date

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Name of User (Please Print)

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Job title or position

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Street Address

---

City/State/Zip

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Home Phone

Office Phone



**Sacred Heart School  
Agreement for the Use of  
Computers and Telecommunications**

***Student Form***

I have read the Acceptable Use Policy for Computers and Telecommunications, I understand its significance, and I agree to voluntarily abide with all terms and conditions of it. I further understand that violation of this agreement would be unethical and might even constitute a criminal offense. Should I chose to violate this agreement, my privileges will be revoked, and disciplinary action, and/or appropriate legal action may be taken.

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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Name of Student (Please Print) \_\_\_\_\_

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Name of Parent/Guardian (Please Print) \_\_\_\_\_

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Street Address \_\_\_\_\_

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City/State/Zip \_\_\_\_\_

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Home Phone \_\_\_\_\_ Parent's/Guardian's Office Phone \_\_\_\_\_

**SPONSORING TEACHER** (Must be signed if the applicant is a student.) I have read the Terms and Conditions of this agreement, the Acceptable Use Policy for Computing and Internet Access, and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network. As the sponsoring teacher, I do agree to instruct the student on the acceptable use of the network and proper network etiquette.

Teacher Name (please print) \_\_\_\_\_

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_