

**St. Francis Xavier Catholic School  
Computer, Network, and Internet  
Student and Staff Acceptable Use Policy**



Introduction and code of ethics:

St. Francis Xavier Catholic School strongly promotes the use of electronic technologies in the educational process. S.F.X. provides access to information resources in a variety of formats. Together these allow students and staff to access current and relevant resources, provide opportunity to communicate in a technologically rich environment, and become responsible, self-directed life long learners.

The use of technology within S.F.X. is a privilege extended to students, faculty, and community members to enhance learning and exchange information. When using S.F.X. technology, the user must realize that he/she represents the catholic community, and therefore must uphold Christian, ethical and legal requirements. All users must read, understand, sign, and abide by the Acceptable Use Policy. Access privileges may be revoked, school disciplinary action may be taken, and or appropriate legal action for violations that may constitute a criminal offense.

Rights:

All S.F.X. students and staff have the right to make educational use of the following censored resources; Internet access, limited hard drive space on our servers, and access to S.F.X. approved software on the workstations, in a manner consistent with catholic school philosophy.

SFX Staff members and students have e-mail access through the school network. This e-mail is not guaranteed to be private and must conform to the rules established by the Diocese of Gaylord.

Responsibilities:

It is important that users of electronic technologies within S.F.X. represent themselves with ethical, Christian responsibility. As such, the following points are a partial list of unacceptable behavior.

- > Users may not damage or mistreat equipment or facilities under any circumstances.
- > Users must not leave their workstation unattended for any reason and must properly logout at the end of their session
- > Users must make sure that all food and drink are kept away from computer equipment.
- > Users may not intentionally waste computer resources.
- > Users may not transmit any material in violation of any United States or State of Michigan Regulations.
- > Users may not employ the network for personal financial gain or commercial purposes.
- > Users may not violate regulations prescribed by the network administrator.
- > Users may not engage in practices that threaten the integrity of the network (e.g., knowingly download files containing viruses).
- > Users may not engage in personal business that is unrelated to the research being done or the performance of the job.
- > Users may not write, use, send, download, or display obscene, threatening, harassing or otherwise offensive messages or pictures, including pornography, violence, or hate sites.
- > Users may not use the equipment for illegal activities, including the violation of copyright laws and software piracy.
- > Users may not load or copy any software or other programs to or from S.F.X. equipment unless permission is explicitly granted by an authorized party (e.g., The network administrator).
- > Users may not use anyone else's password, nor may they share their password with others.
- > Users may not trespass into anyone else's folders, documents, or files.
- > Users may not disclose anyone else's personal information (e.g., address, phone number, or confidential information), including and especially that belonging to students, community members and families, or fellow employees.
- > Users may not use the network, or the internet for unauthorized game playing, unauthorized "chat" or chain letters.
- > Users may not use the network for acts of vandalism against persons or resources including the uploading of viruses.
- > Users may not use another persons computer file, access accounts, and or files without proper authorization.

Privileges: The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

Administration Professional Code of Ethics Copyright:

It is the policy of the Diocese of Gaylord and S.F.X. that all employees, volunteers, and students will abide by federal copyright laws. Employees, volunteers, and students may copy, print, or non-print material allowed by:

- 1) Copyright Laws
- 2) Fair use guidelines
- 3) Specific license or contractual agreements
- 4) Other types of permission

Policy Enforcement Guidelines:

Depending on the nature and severity of the policy violation, the technology director, or school administrator may take one or more of the following actions:

- 1) Verbal or written warning
- 2) Temporary access denial
- 3) Permanent access denial
- 4) Suspension
- 5) Expulsion
- 6) Legal action

Demonstrated intent to violate policy will be considered the same as actual policy violation. Demonstrated intent means evidence of actions, which if successful or carried out as intended, would result in a policy violation.

Evidence of attempted or actual system security, integrity, or performance-related incidents will be cause for immediate access denial.

If warranted, the school administrator will refer the case to Local, State, or Federal authorities for further disposition.

Limitation of Liability:

The Diocese of Gaylord and S.F.X. make no guarantee that the functions or the services provided by or through the school system will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school will not be responsible for the accuracy or quality of the information obtained through or stored on the system. The school will not be responsible for financial obligations arising through the unauthorized use of the system. In addition, it is understood that despite reasonable effort at supervision, access control, and filtering, students may inadvertently or otherwise access inappropriate materials.

I accept the provisions of this policy and will abide by them.

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Student/Staff (Print name)	Student/Staff (Signature)	Date	Grade Level
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Student/Staff (Print name)	Student/Staff (Signature)	Date	Grade Level
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Student/Staff (Print name)	Student/Staff (Signature)	Date	Grade Level
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Student/Staff (Print name)	Student/Staff (Signature)	Date	Grade Level
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I accept the provisions of this policy and permit my child to use the information resources of S.F.X.

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Parent/Guardian (Print name)	Parent/Guardian (Signature)	Date
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**Please sign and return to the school by: First day of school.**