

## Acceptable Use Policy for computer network & Internet use by students and staff of Credo Christian High School

**===== Upon using the school's computers you accept the terms of this policy =====**

Credo Christian High School offers all students access to their computer network. While connecting to the Internet carries risk, we believe the benefits outweigh the risks. Students are held responsible for appropriate behavior on the school's computer network just as they are in a classroom or on the sports field. Communications on the network are often public in nature. It is expected that users will comply with the school's standards and the specific rules set forth below.

Upon entry to the school, all students will be assigned an account with a username and password. This can be used to log on to the network from any computer. In addition, all students have access to a student folder. These folders are password protected and accessible from any computer on the network *as well as from home via the Internet. (is this true?)*

**The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources.**

### What are the rules?

Staff and students using the Internet are representing the school. They are responsible for ensuring that the Internet is used in an effective, ethical, and lawful manner.

### Examples of acceptable use are:

- Using Web browsers to obtain information from Web sites.
- Accessing databases for information as needed.
- Using e-mail
- Keeping all accounts and passwords confidential and inaccessible to others.
- Showing responsibility by making backup copies of material critical to you.
- Showing responsibility by taking precautions to prevent viruses on the school's equipment.
- Upon receipt of an attachment checking to making sure it is from a known source.
- Backing out of an accidentally encountered site that contains materials that violate the rules of acceptable use, and notifying a teacher or supervising adult of the occurrence immediately.

### Examples of unacceptable use are:

- Use of the Internet for purposes that are illegal, unethical, or harmful to the school.
- Sending or forwarding chain messages, i.e., messages containing instructions to forward the message to others.
- Operating a personal business using school resources.

- Transmitting any content that is offensive, harassing, or fraudulent. Do not swear, use vulgarities or sexual innuendos, or use offensive speech.
- Interfering with the operation of the network by installing software, including shareware, or freeware. If a program or app is needed, contact the IT Manager.
- Plagiarization and violation of copyright laws, including the unauthorized use of AI such as ChatGPT
- Sharing your passwords with another person.
- Trespassing in another's folders, work, or files.
- Wasting limited resources such as disk space or printing capacity.
- Giving out personal information such as your home address or telephone number. Use the school's address instead, but not the school's phone number.
- Creating or installing harmful software such as computer viruses
- Accessing sites that contain pornography; that spread hatred; that promote discrimination; that give instruction for acts of terrorism, harassment, murder, suicide, or other illegal activity.

### **Privacy and Monitoring**

Network storage areas may be treated like school lockers. While you have a reasonable expectation of privacy, the storage drives are the property of the school. Network administrators may review files to maintain system integrity.

All messages created, sent, or retrieved over the Internet are the property of the school and may be regarded as public information. Credo Christian High School reserves the right to access the contents of any messages sent over its facilities if the school believes, in its sole judgment, that it has a need to do so.

All communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of the sender or the receiver. This means 'don't put anything into your e-mail messages that you wouldn't want to see on the front page of the newspaper or be required to explain in a court of law'.

Violations of these guidelines may result in disciplinary action in accordance with regular school policy. The disciplinary action will take into account the type and severity of the violation, whether it causes any liability or loss to the school, and/or whether the action is a repeat violation.

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