Purpose:
Holy Family Catholic School recognizes the value of computers and other electronic resources to improve student learning and enhance the administration and operation of the school. To this end, Holy Family Catholic School encourages the use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of Holy Family Catholic School and requires its employees' and volunteers' use be responsible and in compliance with this Policy.

Goals:
Because the Internet is an unregulated, worldwide vehicle for communication, it is impossible to fully control information available to employees, volunteers, and students. However, it is the policy of Holy Family Catholic School to maintain a safe environment that promotes ethical and responsible conduct in all online network activities by staff and students. Therefore Holy Family Catholic School adopts this Policy governing the use of electronic resources and the Internet in order to:

- Acknowledge the privilege granted to employees, volunteers, and students for using the school's computers and other electronic resources;
- Ensure responsible and ethical use of the school's network, e-mail, and Internet resources;
- Provide guidance for acceptable use by employees and volunteers obtaining access to electronic resources; and
- Preserve the security and integrity of the school network.

Responsibilities of User:
All use of computers and other electronic resources shall be consistent with the goal of promoting educational excellence by the Diocese and School by facilitating resource sharing, innovation, and communication. This Acceptable Use Policy does not attempt to state all required or proscribed behaviors of users. However some specific examples are provided. The signature on the Acceptable Use Policy is legally binding and indicates the party who signed has read the terms and conditions carefully, understands their significance, and agrees to abide by this Policy. Technology resources provided by Holy Family Catholic School are:

- Owned by the school
- Offered as a privilege, not a right
- Provided for the purpose of furthering education and the goals of the school, and
- To be used for work related purposes only.

Technology Use Guidelines
Employees are encouraged to take full advantage of the technology provided by Holy Family Catholic School. The following guidelines are to be followed. The list is not exhaustive. Holy Family Catholic School reserves the right to interpret this Policy in its sole discretion in the event matters not expressly covered in this Policy arise.

- All technology use, including Internet access, is provided for educational purposes and the employee's work responsibilities only, or the volunteer's volunteer responsibilities only.
- Personal resources used by the employee and volunteer are restricted by the confines of this Policy and must be approved by Principal.
- Employees and volunteers shall abide by the generally accepted rules of network etiquette, being polite in one's messages, and using and sharing computer resources courteously and efficiently.
- The school has the right to monitor employees' and volunteers' use of the school computers, network, email and Internet. Employees and volunteers have no expectation of privacy in their use of school technology.
- Employees and volunteers are required to report any damage or change in equipment to the Network Administrator or Principal.
- Incidental personal use of the school technology shall be limited.

- The Rockford Diocese Office of Catholic Education or Holy Family Catholic School may modify, amend, or add additional rules and restrictions to this Policy at any time.

Prohibited Use

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or that hamper the integrity or security of any network connected to the Internet. Unacceptable practices include, but are not limited to the following:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law
- Downloading, copying, printing or otherwise storing or possessing any data which violates federal or state copyright laws or this Policy
- Invading the privacy of individuals;
- Using another user's account and password
- Using pseudonyms or anonymous sign-ons;
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, performance, sexually oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Catholic Church, and/or the Diocese and/or school.
- Using inappropriate, harassing, or threatening language, cartoons, images, photos or the like
- Engaging in for-profit or non-school sponsored commercial activities including personal business or personal hobbies
- Gaining unauthorized access to or vandalizing the data files of the school or another user
- Sending or forwarding nuisance electronic mail such as chain letters, or any other inappropriate electronic mail
- Using, transmitting or posting images of employees, students, parents, parishioners, or any individual without permission
- Disrupting the use by others of the network

This list is not exhaustive. Holy Family Catholic School reserves the right to interpret the Policy in its sole discretion in the event matters not expressly covered in this Policy arise

System Security and Integrity

Network security is a high priority. The following guidelines will help to insure the security and integrity of the school's network.

- Employees and volunteers must notify the Network Administrator of any security risk or abuse of the system.
- User account passwords are confidential. Using another users account or password is prohibited unless authorized by the Network Administrator or Principal.
- Unauthorized downloading and/or installation of software, regardless of whether or it is or is not copyrighted, is prohibited.
- Destroying, modifying, or abusing hardware and/or software in any way is prohibited.
- Employees are not permitted to allow a non-employee to use a School computer or other equipment
- The Principal must approve use in the school of personal computers and other personal resources such as iPods, MP3 players, cellular phones, any digital equipment, etc. All personal resources shall to be used in compliance with this Policy.

ACCEPTABLE USE POLICY FOR TECHNOLOGY
Rockford Diocese School Employees and Volunteers

Acknowledgement

By signing this Acceptable Use Policy, the employee/volunteer acknowledges reading and receiving a copy of this Policy and agrees to adhere to its terms.

Any violation of this Policy subjects the employee to discipline up to and including possible termination. A volunteer who violates this Policy is subject to being dismissed from all volunteer activities.

Name (print) _____

Signature_____ Date _____