

# St. Theresa's Catholic High School

## Computer Acceptable Use Policy

All users (both staff and students) of computer services provided by St. Theresa's High School must be familiar with, and adhere to the principles of this Acceptable Use Policy.

Staff and students at St. Theresa's High School (STHS) have the privilege of accessing a wide variety of computer resources, including the Internet. All users must acknowledge and accept their responsibilities regarding the proper use of these technologies in order to keep this privilege.

### Security

You accept responsibility for any misuse of your account, regardless of who used it. Therefore, you **MUST keep your password secret**.

You will **use only your own account**. Any student who attempts to access any system using someone else's password will be seriously dealt with as required by School and Board policies and the Criminal Code.

You will not use any school system to attempt to gain unauthorized access to information resources.

### General Computer Use

You will ensure that your account is used only for educational purposes that reflect Catholic values and relate to classroom projects as directed by your teacher.

You will not attempt to install any software or games on school systems, nor make any changes to a computer's setup or operating system.

You will do nothing that could interfere with the functioning of systems or networks within the school or accessed through the school systems.

You will treat all computer hardware (keyboards, monitors, mice, disk drives) and equipment respectfully, with an understanding that these are expensive resources that we must look after.

You will print only what is required and not waste paper, ink, or other resources.

You will not bring food or drink into the computer labs.

### Use of the Internet

You will use the Internet for valid educational purposes. Aimless "surfing" and use of chat lines are not allowed. **You understand that all your activities on the Internet are logged and may be monitored at any time.** Your username, the date and time, the workstation used, and the sites and files accessed are all recorded in our log files.

STHS has no control over material available through the Internet. While there are many educational sites of great value, there are also sites that contain material inappropriate to any school setting. You will use discretion and avoid areas that contain inappropriate material.

You will ensure that your account is not used for:

1. the gathering or distribution of any material which is offensive, obscene, racist, pornographic, malicious or slanderous.
2. any activity that may be considered unethical, immoral or illegal.
3. any activity which is for private commercial gain.

You will assume any message you send could be read by anyone. Therefore, you will not share personal information (addresses, phone numbers, credit card numbers...) over the Internet. Never send a message you would not want to see printed in a newspaper.

You will respect all applicable Federal, Provincial and Municipal laws, including the Criminal Code and the Copyright Act.

You will only attempt to access the Internet with the permission and under the supervision of a teacher who is present in the computer lab.

You will not download any programs or large files unless specifically asked to do so by a teacher.

### Printing Limits

In order to encourage responsible use of school printing resources, we have limited the number of pages students can print on the computer network. Every student is given a \$5 credit to start each semester. Laser pages cost 10¢ each. Students who need additional pages for personal use, or because of wasted printing, may use the coin operated "Print Credit Kiosk" machine (located in the computer department) to purchase additional credit.

This is not meant to unfairly restrict students who have a legitimate need for more printing for class assignments. Students who require additional pages for special projects should ask their teacher to speak to Mr. Woods to have their accounts adjusted.

### Violations

Any violation of this agreement will give the Principal (or supervisor) the right to terminate your access privileges and to pursue any further disciplinary action according to the Law, and the policies of St. Theresa's High School and the Simcoe Muskoka Catholic District School Board.