

COMPUTER ACCEPTABLE USE POLICY

Following is a copy of the Acceptable Use Policy that De Smet requires all of its students to read and sign in order to have access to the computer facilities. Please note that this policy is in use for all De Smet students. Individual teachers, however, may enforce more stringent guidelines for use within their classrooms.

All use of the computer facilities, including Internet access, must be in support of education and research in a manner consistent with the purposes for which De Smet provides these facilities. The use of the computer facilities is a privilege, not a right, and carries with it certain responsibilities. There is no expectation of privacy when using the De Smet network. De Smet reserves the right to randomly check any computer (laptop and desktop) as it deems necessary.

De Smet declares unacceptable behavior just cause for taking disciplinary action or revoking network and other computer privileges. De Smet has the right to restrict or terminate network and Internet access at any time for any reason. De Smet further has the right to monitor network activities, student files, and student e-mail in any form that it sees fit to maintain the safety and confidentiality of the computer facilities and to enforce the provisions of this policy, including cooperation with law enforcement agencies.

De Smet prohibits involvement in illegal, inappropriate, or obscene activities. An illegal activity is defined as a violation of local, state and/or federal laws or a violation of any contract, license, or other agreement applicable to the use of the De Smet computers/network. The United States Code, Title 17 (copyright law), Digital Millennium Copyright Act of 1998, and any subsequent changes to the Federal laws are to be followed. An inappropriate activity is defined as any activity outside the intended purpose and scope of the computer facilities. An obscene activity is defined as any activity that violates the moral teachings of the Catholic Church as determined by the De Smet administration.

The following are additional examples of unacceptable behavior. Violations will result in disciplinary measures being taken. Please note that the Assistant Principal has final say in any measures taken. **THE FOLLOWING ARE ALL PROHIBITED:**

- Leaving your computer unattended.
- the use of proxy servers. This includes web based servers, installed proxy programs, or any other attempt to use a proxy to circumvent the content filtering of the internet. This also includes changing browser settings.
- attempting to gain entry to De Smet network resources. This includes network servers, routers, switches, wireless hardware, or any other appliance on the network.
- the possession of pornographic images and videos. This includes cartoons and all other obscene material.
- the use or possession of hacking tools or programs. This includes password crackers, network sniffers, port scanners, etc.
- attempting to boot from CD or any other form of media, including all distributions of Linux. All computers must only be operated under the De Smet installed operating system.
- logging in to the network with another user's account. All users are responsible for their account and what occurs on the network with the account. **Do not share your password. You must make sure you are completely logged off the network before stepping away from the computer.**

- attempting to use passwords for user accounts other than your own. These attempts are logged and you will be held responsible.
- the possession of peer to peer file sharing at any time. This includes Limewire, Kazaa, Ares, Morpheus or any other file sharing program or its files. This also includes putting these programs or their files onto any file sharing network such as a flash drive or other removable device.
- using a VPN (Virtual Private Network) or any other means available to reach a computer outside the De Smet network.
- the use of voice over programs such as SKYPE.
- emailing without permission. Mass e-mailing on or off campus to anyone in the De Smet community is not allowed.
- streaming media, including sporting events without permission.
- playing or downloading computer games (including Internet games), music, videos or movies during the school day without permission. This includes downloading & uploading videos not directly assigned by a teacher, for example You Tube, etc.
- any type of online purchases.
- installing any computer programs or software.
- intentionally degrading or disrupting the performance of the computer (is considered vandalism).
- copying or plagiarizing works written by others.
- altering another student's files or any Windows desktop.
- harassing or threatening others, posting anonymous messages, or forging email messages.
- using the network for commercial or financial gain.
- instant messaging and transferring files with any IM, while using any school resources (including our network).
- roughhousing or pranks near the computers.
- having any food or beverage near a computer.
- recording any individual without permission.
- having speakers turned on (at any time) without permission.
- use of any online communities, such as *Facebook*, *MySpace*, etc.

Violations will incur the following consequences:

1ST OFFENSE:

Minimum of 1 JUG and minimum ten dollar fine (\$10.00).

2ND OFFENSE:

Minimum of 2 JUGS, minimum twenty dollar fine (\$20.00), parents notified.

3RD OFFENSE:

Minimum of 3 JUGS, minimum forty dollar fine (\$40.00), and placed on Disciplinary Probation.

4TH OFFENSE:

JUGS, fines and meeting between student and Assistant Principal

The following disciplinary actions may also be taken when necessary:

- Removal from the De Smet network
- Re-imaging of the student's computer
- School suspension or expulsion
- Legal action and prosecution by the authorities

Also note:

- Damage done to a loaner laptop may incur a minimum one hundred dollar (\$100.00) fee.
- If you have a question about whether a particular use is appropriate, please see the IT staff.
- Use of the Internet raises security and safety issues. Students may not post personal information about themselves or other members of the De Smet community on the Internet. No student should agree to meet anyone he has met online without parental approval.
- All inappropriate or threatening messages and all security breaches must be reported to the Assistant Principal.
- Any use of the computer facilities shall be in accordance with any other applicable rules and guidelines on behavior in effect at De Smet.
- As technology advances, De Smet may find it necessary to update this policy. The students will be notified of any changes.
- Again, remember that the Assistant Principal has final say in these matters.

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