

Manistee Catholic Central Schools
Acceptable Use Policy
Rights and Responsibilities – Internet

The Internet is not a single network. Rather it is a group of thousands of individual networks which have chosen to allow traffic to pass among them. As a user of the Internet, you may be allowed to access other networks. Each network or system has its own set of policies and procedures. Actions, which are allowed on one network, may be forbidden on another network. It is the responsibility of the user to abide by the policies and procedures of these networks and systems.

Rights:

All MCC students and staff have the right to use the following methods for retrieving information for educational purposes: File Transfer Protocol (FTP), Gopher, Telnet, World Wide Web (WWW), and electronic mail to the extent that these are available at MCC.

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

MCC students do not have access to an e-mail account through the school network, but may subscribe to an appropriate free web-based e-mail service. Students must comply with all MCC policies when using an e-mail account via the school network.

Responsibilities:

All MCC students and staff:

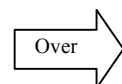
- Must have a signed Contract Agreement on file with the Technology Coordinator and must be trained in the use of the Internet before being allowed access.
- Are responsible for the confidentiality of their passwords as well as the use of technology through that password. Staff Internet accounts are to be used only by the owner of the account for educational and limited personal use.
- Are responsible for removing unneeded files and mail in a timely manner and limit the amount of material downloaded to the school computers.
- Shall not intentionally misrepresent themselves on the Internet. This includes seeking, obtaining, or modifying unauthorized information.
- Shall use appropriate language. Hate mail, harassment, discriminatory remarks, intimidation, profanity, and other antisocial behaviors are prohibited.
- Shall not re-post personal communications from others without the original owner's consent.
- Are not to give out personal information about themselves, others (name, address, phone, etc.).
- Shall not deliberately engage in activities that are intended to hinder another's ability to use the network. Educational use always has priority over personal use.
- Are responsible for all files received via the Internet. It is the responsibility of students and staff to make sure no copyrighted software, pornographic material, inappropriate files, or files known to carry harmful viruses enter the school via the Internet.
- Shall not use information from the Internet for plagiarism.
- Must adhere to the guidelines in the use of hardware and software in the transmission or copying of text or files on the Internet or from other resources.

Internet Use Policy Enforcement Guidelines

- Depending on the nature and severity of the policy violation and existing student handbook procedures regarding inappropriate behavior, the technology instructor or school administrator may take one or more of the following disciplinary actions:
 - a) Verbal or written warning
 - b) Temporary access denial
 - c) Permanent access denial
 - d) School suspension
 - e) Expulsion
 - f) Alternative discipline

Demonstrated intent to violate policy will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions that if successful or if 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.



Manistee Catholic Central Schools
Acceptable Use Policy
Rights and Responsibilities- Hardware and Software

All students and staff must agree to the following policies in order to use the computer network at Manistee Catholic Central Schools.

Rights:

All MCC students and staff have the right to make educational use and limited personal use of all hardware and software authorized for their use and for which they have received training.

Responsibilities:

All MCC students and staff:

- Are responsible for the care and proper use of hardware and software. Any damages that occur to hardware and/or software because of improper use are the financial responsibility of the user.
- Are responsible to keep programs of a viral nature off any school equipment. The user will be held accountable for any deliberate attempts to knowingly install and/or run a computer virus.
- Are to adhere to copyright laws and must not make unauthorized copies of school software or media.
- Are not to install, remove, relocate, or modify any hardware or software. This includes attempting to gain unauthorized access to system programs or computer equipment.
- Are responsible for removing unneeded files and mail in a timely manner.
- Are responsible for the confidentiality of their passwords as well as the use of technology through that password.
- Are to respect the privacy of others. This includes not reading, copying, changing or using other's files or trying to learn, change, or use their passwords.
- Are responsible for all activity during their login session and are not to leave their station unattended for any reason. Students must properly log out at the end of their session.
- Are responsible for keeping images containing pornographic material or material otherwise deemed inappropriate for school use from being viewed or printed.
- Are responsible to make sure that all food and drinks are kept out of the library/media center and computer lab and away from all computers.
- Are not to use hardware or software for private business, product advertisement or political activities.
- Are responsible for printing documents of a reasonable length. Printing excessively long documents may require financial reimbursement.
- Are required to sign in and out when using the computers in the library or computer lab.
- Are responsible for adhering to the rules established for hardware and software use by the teacher in charge of the library, computer lab, or classroom.

Technology Policy Enforcement Guidelines

Depending on the nature and severity of the policy violations and existing student handbook procedures regarding inappropriate behavior, the technology instructor or school administrator may take one or more of the following disciplinary actions:

- | | |
|------------------------------|---------------------------|
| a) Verbal or written warning | d) School suspension |
| b) Temporary access denial | e) Expulsion |
| c) Permanent access denial | f) Alternative discipline |

Demonstrated intent to violate policy will be considered the same as an actual policy violation. Demonstrated intent means evidence of actions that if successful or if 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.