



**ACCEPTABLE COMPUTER USE POLICY**  
**Saint Veronica School**  
**Howell, New Jersey**  
**TERMS AND CONDITIONS**

**GENERAL INFORMATION**

Saint Veronica School (SVS) provides computer equipment, computer services, and Internet access to its students and staff for educational purposes only. The purpose of providing technology resources is to improve learning and teaching through research, teacher training, collaboration, dissemination and the use of global communication resources. The administration reserves the right to monitor all activity on network facilities.

The student/staff users of the network must adhere to strict rules. They are provided here so that students/staff, parents/guardians are aware of their responsibilities. Your signatures represent your commitment to respect proper use of all equipment and indicate that you have read these Terms and Conditions carefully, understand their significance, and agree to abide by established rules and consequences.

**INFORMATION CONTENT AND USES OF SYSTEM**

The user agrees not to publish on or over the system any information that violates or infringes upon the right of any other person, or which would be abusive, profane or sexually offensive to an average person, or which, without approval of the administration, contains any advertising or any solicitation of other members to use goods or services.

Because SVS provides, through connection to the Internet, access to other computers systems around the world, students and their parents understand that the school and administrators have no control over content. SVS has taken steps to lock out objectionable areas, but potential dangers remain. SVS will provide student access to Internet resources only in supervised environments. Student use is prohibited when no moderator is present. Students and their parents/guardians are advised that some systems may contain defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, or otherwise illegal material. SVS and the administration do not condone the use of such materials and do not permit the usage of such materials in the school environment. Students knowingly bringing such materials into the school environment will be dealt with according to the discipline policies of SVS, and such activities may result in termination of the students' use of the network and all computer facilities.

**ONLINE CONDUCT**

Any action by a user that is determined by administration to constitute an inappropriate use of network resources or to improperly restrict or inhibit other members from using and enjoying those resources is strictly prohibited and may result in termination of an offending users' right to use these resources and other action in compliance with SVS's discipline policy. The user specifically agrees not to submit, publish, or display any defamatory, inaccurate, abusive, obscene, sexually oriented, threatening, racially offensive, or otherwise illegal material. Transmission of material, information or software in violation of any local, state, federal law is also prohibited and is a breach of the Terms and Conditions. SVS will cooperate fully with local, state, and federal officials in any investigation concerning or relating to any transmissions over the school network.

**SOFTWARE LIBRARIES**

Software is provided to students as a curricular resource. Installing, uploading, downloading or saving files without the expressed consent of the administration is prohibited. Any software having the purpose of damaging other users' work or SVS's network (i.e. viruses) is specifically prohibited. The administration reserves the rights to refuse

posting of files and to remove files. The administration further reserves the right to immediately terminate the rights of access or take other action consistent with SVS's discipline policy of a user who misused the software libraries.

#### **PUBLIC POSTING AREA (MESSAGE BOARDS)**

Messages are posted from systems connected to the Internet around the world and SVS's administration has no control over the content of messages posted from these other systems. The administration may remove messages posted locally that are deemed to be unacceptable or in violation of the Terms and Conditions. The administration further reserves the right to immediately terminate the rights of access or take other action consistent with SVS's discipline policy of a user who misuse the message boards.

#### **REAL-TIME, INTERACTIVE COMMUNICATION AREAS**

The administration reserves the right to immediately terminate the rights of access or take other action consistent with SVS's discipline policy of a user who misuses real-time conference features (talk/chat/Internet relay chat).

#### **DISK USAGE**

If necessary, students will be given a diskette on which to store their computer research and projects. The administration reserves the right to set a space quota and time limit on stored information that must be temporarily kept on the network's hard drives. A user who exceeds the limits will be advised to delete files to return to compliance. A user who remains in non-compliance of these limits after seven (7) days of notification will have their files removed by the administration.

#### **SECURITY**

Security on any computer system is high priority, especially when the system involves many users. If a user feels that he/she can identify a security problem on the system, the user must notify the administration. The user should not attempt to fix the problem nor demonstrate the problem to any others. Any user identified as a security risk will have his/her rights of usage revoked and will be subject to other disciplinary action.

#### **VANDALISM**

Vandalism will result in the cancellation of system privileges and other disciplinary measures in compliance with SVS's discipline policy. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, or any of the agencies or other networks that are connected to the Internet backbone or of doing intentional damage to hardware or software resident on the system. This includes, but is not limited to, the uploading or creation of computer viruses.

#### **GAME PLAYING AND PAINTING**

Game playing is permitted and is limited to the software that SVS has provided on the system, and may be used only when terminals are not needed for other purposes. These games conform to the curricular goals of SVS. Game playing or other inter-machine communication is prohibited.

Drawing and painting are allowed when there is legitimate academic use. These activities are prohibited when done for recreational purposes.

#### **PRINTING**

The printing facilities of SVS's network should be used judiciously. Unnecessary printing is a drain on the capacity of the networks, adds expense, and shortens the life of the equipment. By developing on-screen proof reading skills and practicing proper use of cut and paste techniques, users can and should conserve printing resources and help the system run more efficiently.

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**Saint Veronica School**  
**2010- 2011**

**STUDENT CONTRACT**

I have read the Terms and Conditions for use of technology resources in Saint Veronica School. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical, a violation of school rules, and may constitute a criminal offense. Should I commit any violation, I understand that my access privileges may be revoked, a reduction in subject grade may result, and school disciplinary action may be taken. Appropriate legal action may also result. This contract shall be binding as long as I am a student at Saint Veronica School.

User Name (PRINT): \_\_\_\_\_ Homeroom \_\_\_\_\_

User Signature: \_\_\_\_\_

**PARENT/GUARDIAN CONTRACT**

As the parent or guardian of this student, I have read the Terms and Conditions for acceptable use of technology resources at Saint Veronica School. I understand that this access is designed for educational purposes and that the school has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for Saint Veronica School and the administration to restrict access to all controversial materials, and will not hold them responsible for materials acquired on the network. I understand that this contract is binding as long as my child is a student at Saint Veronica School. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I hereby agree to the conditions listed in the above paragraph, and therefore give my permission to allow my student computer usage and network access at Saint Veronica School.

Parent/Guardian (PRINT): \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

**SAINT VERONICA SCHOOL HOME PAGE**

In order to maintain an accurate reflection of Saint Veronica School on our Internet Home Page ([www.stveronicaschool.com](http://www.stveronicaschool.com)), it is necessary to publish current information about our school, pertinent samples of work that our students have produced, and pictures of our students involved in school activities. We, therefore, are asking permission to publish any photographs taken of the students involved in an SVS activity, any art, and/or literary work created by the student (with a pre-publishing consultation between the administration and the student, including the right of refusal) on our SVS Home Page.

I hereby give my permission to allow, with pre-publishing consultation and right of refusal, publishing of the above stated material for the 2010 - 2011 school year.

Parent/Guardian Signature \_\_\_\_\_

Student Signature \_\_\_\_\_

**PLEASE RETURN THIS PAGE ONLY**  
**Thank You.**