



**The Academy of the Most Blessed Sacrament
785 Franklin Lake Road
Franklin Lakes, NJ 07417**

**ACCEPTABLE USE POLICY
FOR COMPUTER TECHNOLOGY/
INFORMATION RESOURCES
SCHOOL YEAR 2008 - 2009**

The use of computers and the associated technology at the Academy of the Most Blessed Sacrament (AMBS) is a privilege extended to each student. 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 system administrators are employees of AMBS and reserve the right to monitor all activity on the school network. Students are expected to make responsible, ethical, and appropriate use of computers and information technology at all times. Network and computer services include: use of school computers and peripheral equipment, the Internet, school and/or personal email, and all associated software. Students need to be aware of the fact that these services are finite and costly. Time, money, and resources are wasted when the equipment and services provided by AMBS are abused.

AMBS maintains specific expectations for students at each grade level regarding their use of computers, either personal or networked, before, during, and after school while on school and parish property. Students may not bring personal computers such as laptops, hand-held devices, or cell phones, which allow access to the Internet while on school property from the time they are dropped off to the time they are picked up by a parent or guardian.

The following Rules of Conduct apply to each student at AMBS using the school's computer technology resources, network, and related components.

Students/users will adhere to the following policies:

- Student laptop use is a privilege, not a right. Laptops remain the property of AMBS, but students are responsible for damages and/or misuse. Should damages to a laptop occur, students will be responsible for replacing the computer through the school's approved list of hardware vendors arranged by the school's Technology Coordinator.
- Students/users will not reconfigure or tamper with the school network in any way, or attempt to access or alter any files unless otherwise instructed.

- Students/users will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, or racially offensive material; nor shall they encourage the use, sale, or distribution of controlled substances. Transmission of material, information, or software in violation of any local, state, or federal law is prohibited. Users and their parents/guardians specifically agree to indemnify AMBS and the systems administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by AMBS relating to, or arising out of, any breach of the Acceptable Use Policy for Computer Technology/Information Resources by the user.
- The receiving or sending of personal email is strictly prohibited on the school's network. Violators will have their network access privileges revoked.
- Student passwords must be kept confidential. Users will be responsible for all activity conducted on the network under their username and password. Accessing any computer and/or network resources using another person's username and password is strictly forbidden.
- Disks, CD-ROMs, and USB flash drives may not be brought from home. USB flash drives will be available for purchase by students to bring assignments to and from school. Students should see the technology teacher if a problem arises at home and school assignments need to be accessed using school resources. With the rise in computer viruses and their rapid spread, AMBS must take proactive measures to ensure the safety and cleanliness of the computer network and hardware.
- Software is provided to students as a curricular resource. No student may install, upload, or download software without the expressed consent of the system administrator and/or the technology teacher. Any software having the purpose of damaging other users' work or AMBS's network (such as, but not limited to, computer viruses, spyware, adware, malware, etc.) is specifically prohibited.
- Copyrighted material must not be placed on any system connected to the network without the author's permission. Users may download copyrighted material only with the permissions of the author. Permission must be specified in the document, on the system, or must be obtained directly from the author and on file in the Library Media Center and with the Technology Coordinator.
- Students will not use public posting areas, message boards, or social networking web sites (e.g. MySpace, Facebook, Xanga, etc.). AMBS reserves the right to immediately terminate the usage rights of a user who violates this provision.
- Students will not use real time conference features (talk/chat/Internet relay/instant messenger) including, but not limited to, AOL Instant Messenger and MSN Messenger. AMBS reserves the right to install real-time conference software in-house, such as NetOp School or SynchronEyes, to monitor and communicate with students in an educational/instructional environment.
- Security on any computer network is a high priority, especially when it involves many users. If a student feels that he/she can identify a security problem, the user must notify a system administrator or other authority. The user should not demonstrate the problem to any other students. Any user identified as a security risk will have his or her rights of usage revoked and will be subject to disciplinary action as directed by the administration of AMBS.
- Vandalism is defined as any malicious attempt to harm, destroy, or damage data of another user, the system, hardware/software resident on the system, or other networks that

are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

- Game playing is permitted and limited to the software that AMBS provides, which conforms to the curricular goals of AMBS, and may be used only for educational purposes and under the direction and supervision of the teacher. Game playing over the Internet by users is prohibited except when permitted by a teacher outside of instructional time. Teachers may instruct a class via the Internet for educational purposes and use sites that contain curricular-related games or information.
- Printing resources at AMBS should be used judiciously and prudently. Unnecessary printing is a drain on the network capacity, adds expense, and shortens the life of the printing equipment. Students are encouraged to develop on-screen proofreading skills (e.g., spell check) and practice proper cut and paste techniques. Students can and should conserve printing resources to help the system and network perform to its optimal ability. Students must first obtain permission from the classroom teacher before printing any material.
- AMBS will provide laptop computers to 4th, 5th, 6th, 7th, and 8th grade students for use during class time. No student will have a school laptop in their possession at any other time unless they have written permission from a teacher for a specific purpose. Students must be in a classroom or the library with a teacher present when using school-provided laptops. Students will be given specific instructions regarding the storage and care of the laptops by the technology teacher and will have their privileges revoked if the correct procedures are not followed. Students will be expected to immediately report any damage to their assigned laptop.

Because AMBS provides access to other computer systems and networks around the world via the Internet, students and their parents/guardians understand that the school and system administrators, while providing up-to-date safe content software, blockers, firewalls, etc., have no control over content. While most of the content available on the Internet is innocuous and is a valuable educational resource, some objectionable material exists. In order to attempt to provide an atmosphere of safety and learning, AMBS will provide access to Internet resources only in supervised environments.

Because of the complex association between so many government agencies and networks, the users of these networks must adhere to the strict guidelines given above. They are provided here so that staff, community, users, students, and the parents/guardians of students are aware of their responsibilities. AMBS may modify these rules at any time by publishing modified rules on their web site (<http://www.mbs4u.ws>).

Updated July 2008



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The signatures on the Acceptable Use Policy for Computer Technology/Information Resources are legally binding and indicate that the below signed parties have read the terms and conditions carefully, understand their significance, and agree to abide by them.

I, (print student name) _____, have read and understood the Academy of the Most Blessed Sacrament's Acceptable Use Policy for Computer Technology/Information Resources. I agree to abide by its terms, and accept the consequences associated with lack of compliance.

Student Signature _____ Date _____

I, (print parent/guardian name) _____, as the parent/guardian of (print student name) _____, have read the Academy of the Most Blessed Sacrament's Acceptable Use Policy for Computer Technology/Information Resources and understand that his/her access is designed for educational purposes. I verify that all areas were discussed with my child and I am confident that he/she is aware of the terms and conditions. I hereby give my permission for the Academy of the Most Blessed Sacrament to create and issue an account for my child.

Parent/Guardian Signature _____ Date _____

**Students will not be allowed use of the Academy's computer technology/
information resources without a valid signature on file.**