

The following document is the VOL Acceptable Use Policy for VOL computers, the VOL computer network and Internet use.

Before using any VOL computer connected to the VOL network or the Internet:

VOL faculty, staff and volunteers must read this document and have the appropriate signed Contract on file in the school office. In addition, a parent or guardian of a student must read this document and have a signed Parental or Guardian Consent form on file in the school office. The Parental or Guardian Consent form must be signed in the presence of a designated school official on school days between 8:00AM and 4:00PM or during other times which the school may make available. Copies of this form are located in the school office.

Once properly signed Parental or Guardian Consent forms are on file in the school office, they are valid as the student advances in grade level; they do not need to be signed each year.

A current copy of this document may be found in the school office and on the VOL network.

If you have any comments regarding this document, please speak to Carolyn Levet or George Kocke.

Internet Access

The Internet is a global network linking millions of computers around the planet. The Internet is an "open system" allowing anyone with something to say to "publish" or distribute information in a variety of forms.

The net is a wonderful tool when used for education, research and communication, but users must be aware that it is possible to find information and material that may be considered objectionable, offensive, controversial, indecent, pornographic or otherwise inappropriate for minors.

The Internet access provided to The Visitation of Our Lady School by the Archdiocese of New Orleans is filtered. The Archdiocese Internet system blocks access to Internet sites deemed to have content that may be inappropriate for minors. However, even with this filtered access to the Internet, it is impossible to prevent users from accessing all such material. Users must take responsibility for their own actions when accessing material in opposition to the mission and philosophy of The Visitation of Our Lady School.

Computer, Network and Internet Acceptable Use Policy

The term "VOL" refers to The Visitation of Our Lady School.

The use of VOL computers, the VOL network and the Internet is a privilege, not a right, and all use must be in accordance with the mission and philosophy of VOL.

Faculty, staff and volunteers must have the appropriate form signed and on file at VOL before using any networked VOL computer. A Parental or Guardian Consent Form must signed and on file before students are allowed to use any networked VOL computer.

VOL reserves the right to restrict access to its computers, network and the Internet at any time and for any reason.

Unless otherwise stated, the term "*users*" shall refer to students, faculty, staff and volunteers.

VOL reserves the right to modify this document at any time. A copy will be available in the school office and on the VOL network.

Any inappropriate use of VOL computers, the VOL network and the Internet may result in the **termination of computer privileges, student disciplinary or employment action and possible civil and / or criminal prosecution under applicable local, state and federal law.**

Inappropriate use includes, but is not limited to, the following:

Unsupervised Use of Computers

All use of VOL computers, the VOL network and the Internet by students must be supervised by a faculty member at all times. Unsupervised use by students is forbidden.

Misuse of Internet Resources

The Internet is a global network that allows communication with people around the planet. Users of the Internet must conduct themselves in accordance with the mission and philosophy of VOL.

- Internet resources are to be used for educational and research purposes only and in accordance with the mission and philosophy of VOL. Users shall not engage in any form of commercial or for-profit activities.
- The use of abusive, harassing, indecent, inflammatory, obscene, offensive, pornographic, threatening or otherwise inappropriate language, or any language in violation of local, state and federal law in communication with other users is forbidden.
- The transmission (sending **AND** receiving) of material (images, sounds, software, etc.) that is abusive, harassing, indecent, inflammatory, obscene, offensive, pornographic, threatening or otherwise inappropriate, or any material in violation of local, state and

federal law is forbidden.

- The re-transmission of personal communications (email, etc.) without prior consent of the author is forbidden.
- The revelation of any personal information (name, address, phone number, etc.) by **students** (not faculty or staff) is forbidden.
- Students shall not attempt to send or receive email, access Usenet newsgroups, access any form of "chat room" or group discussion, online games or otherwise engage in **ANY** type of communication with individual Internet users or groups of Internet users.
- Engaging in **software piracy** or the transmission (sending **AND** receiving) and use of copyrighted material without the express consent of the copyright holder is a violation of federal law and is forbidden. Refer to the section on Software Piracy and Copyright Violation below for more detail.

Vandalism

There are very serious **CIVIL AND CRIMINAL** penalties associated with vandalism.

- Any malicious attempt to damage or tamper with VOL computer and network hardware, software, software media and data is forbidden.
- Unless expressly permitted by the VOL network administrator(s), it is forbidden for users to move, repair, reconfigure, or in any way attempt to modify VOL computers, software and network hardware.
- The distribution or installation of computer viruses, worms, trojan horse programs or any other programs or methods designed to disrupt or cause harm to VOL computers, the VOL network or the Internet is forbidden.
- Any attempt to circumvent computer and network security, guess passwords, or in any way gain unauthorized access to VOL computers, the VOL network and computers connected to the Internet is forbidden.

Plagiarism

There are very serious **CIVIL AND CRIMINAL** penalties associated with plagiarism. Plagiarism, the presentation or offering of the work (writings, ideas, etc.) of others as your own, is forbidden.

Software Piracy & Copyright Violation

Software piracy is the unauthorized copying and distribution of computer software. There are very serious **CIVIL AND CRIMINAL** penalties associated with software piracy, and the practice of software piracy is forbidden.

- All necessary software will be provided by VOL, and the system administrator(s) shall control all access to software media and licenses.
- The installation of **ANY** software from home, downloaded from the Internet or other sources on VOL computers or the VOL network without the express permission of the network administrator(s) is forbidden.
- The removal of software media from the VOL campus without the express permission of the network administrator(s) is forbidden.
- The copying of software media without the express permission of the network administrator(s) is forbidden.
- The downloading of software from VOL computers, the VOL network or the Internet without the express permission of the network administrator(s) is forbidden.
- The transferring of copyrighted materials to or from VOL computers, the VOL network or the Internet without the express consent of the copyright holder is a violation of federal law and is forbidden.

Misuse of User Accounts

All users of the VOL computer network are issued user accounts consisting of a unique user name and password. A user account is to be used **ONLY** by the owner of that account, and the sharing of the user name and password with others is forbidden. Users shall not leave a computer workstation unattended while logged into the network. Users shall be aware of following:

- For network administration purposes, account activity is **monitored and logged**.
- Unless expressly otherwise permitted by the network administrator(s), all files and data must be saved only in the user's home directory on the VOL network. Any files or data saved on the hard drive of a computer workstation will not be backed up and is subject to deletion without warning.
- For network administration purposes, network administrators have access to user account information and **all** files and data stored in a user's home network directory and on the computer workstation.
- If necessary for academic purposes, faculty members may be given access to files and data stored in a student's home network directory.

Use of Personal Laptop Computers

- The use of personal laptops at VOL for all users **except students** is allowed.
- Connecting personal laptops to the VOL wired network is forbidden. In order to maintain the security of the VOL network and to prevent the spread of viruses, worms and other malicious software, personal laptops **MUST NEVER, FOR ANY REASON WHATSOEVER, BE CONNECTED TO THE VOL WIRED NETWORK.**
- Personal laptops may be connected to the VOL wireless network with the permission of the VOL network administrator(s).
- Owners of personal laptops connect to the VOL wireless network at their own risk.
- Owners of personal laptops connected to the VOL wireless network are responsible for the security of their computers.
- Failure to maintain the security of a personal laptop connected to the VOL wireless network creates a hazardous environment for all users of the VOL wireless network.
- Personal laptops connected to the VOL wireless network that are causing security problems will be prohibited from using the VOL wireless network until the problem(s) are resolved.
- With the exception of providing support necessary to connect to the VOL wireless network, absolutely no technical support will be provided for personal laptops.
- Owners of personal laptops connected to the VOL wireless network are prohibited from performing bandwidth intensive actions such as uploading photos (ex: Shutterfly) or videos, online gaming, using online data backup services and using online telephony services (ex: Skype) and other bandwidth intensive actions that may be noted by the VOL network administrator(s).

Use of Personal Storage Devices

The use of personal storage devices such as USB memory keys (sticks, drives, etc.) is forbidden. Users are not permitted to plug personal storage devices into any VOL computer.