

## **ACCEPTABLE USE POLICY**

### **Purpose**

The Office of Priestly Vocations uses technology such as computer hardware and software, presentation tools, and online materials in their instructional programs to facilitate research, collaborative learning, and interpersonal communications and to provide access to information. The use of such technology shall be consistent with Catholic moral principles and reflect the varied instructional needs and learning styles of students.

### **Authority**

Electronic information available to students and staff does not imply endorsement of the content by the Office of Priestly Vocations nor the accuracy of information received on the Internet. The Office of Priestly Vocations shall not be responsible for any information that may be lost, damaged, or unavailable when using its online content and participating in online programs or for any information that is retrieved via the Internet.

The Office of Priestly Vocations shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. It reserves the right to log network use and to monitor fileserver space utilization by computer users. The use of the Internet is a privilege, not a right; inappropriate, unauthorized, and/or illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

### **Responsibility**

The Office of Priestly Vocations shall make every effort to ensure that students and staff use technology responsibly. Employees have a professional responsibility to help students develop the moral foundation and intellectual skills necessary to discriminate among sources, identify appropriate information, and evaluate and use information to meet their educational and spiritual needs.

### **Guidelines**

Any conferencing software (Zoom, Skype, Google Meet, etc.) or other programs will be used only by the authorized owner of the account for its authorized purpose. All communications and information accessible via online conferencing should be assumed to be private property and shall not be disclosed. Network users shall respect the privacy of other users on the system.

### **Prohibitions**

Participants and employees are expected to act in a responsible, ethical, and legal manner in accordance with the moral principles espoused by the Catholic Church, accepted rules of network etiquette, and federal and state law. The following uses of computer hardware & software, the Internet, e-mail, and/or conferencing software are strictly prohibited:

- Chat rooms.
- Using e-mail for other than educational purposes.
- Transmitting material likely to be offensive or objectionable to recipients.
- Hate mail, discriminatory remarks, and offensive or inflammatory communication.
- Accessing or sending obscene or pornographic material, including language, sound, or images.
- Disrupting the work of other users.
- Intentionally obtaining or modifying files, passwords, and data belonging to other users.
- Commercial and/or for-profit purposes.
- Non-work or non-school related work.
- Product advertisement.
- Fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.

- Inappropriate language or profanity.
- Impersonation of another user, anonymity, and pseudonyms.
- Loading or use of unauthorized games, programs, files, or other electronic media.
- Destruction, modification, disruption, or abuse of hardware and/or software.
- Quoting personal communications in a public forum without the author's prior consent.
- Creating and/or uploading computer viruses.
- Placing unlawful information on the network or facilitating illegal activity.

### **Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to online conferencing and content. To protect the integrity of the network, the following guidelines must be followed:

1. Employees and participants shall not reveal their passwords to another individual.
2. Users are not to use software that has been logged in with another's name.
3. Any user identified as a security risk or having a history of problems with computer systems may be denied access to online conferencing and content.

### **Safety**

To the greatest extent possible, users of the online content and conferencing will be protected from harassment or unwanted or unsolicited communication. Any user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Users shall not reveal personal addresses or telephone numbers to other users on the network or the Internet.

### **Consequences for Inappropriate Use**

The user shall be responsible for damages to equipment, systems, and software resulting from deliberate or willful acts. Actions such as illegal use of the online content and conferencing, intentional deletion or damage to files belonging to others, and/or theft of services will be reported to appropriate authorities for possible prosecution.

General rules and etiquette for behavior and communications will also apply when using e-mail or the Internet. Loss of access and other disciplinary actions shall be consequences for inappropriate use.

Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, software, or data of another user, the Internet, and/or other networks. This includes but is not limited to the creation or uploading of computer viruses.

### **Copyright**

The illegal use of copyrighted software by students and staff is strictly prohibited. Anything uploaded to or downloaded from the online content or conferencing shall be subject to "fair use" guidelines and copyright law.

### **Social Media**

The Office of Priestly Vocations recognizes the importance of the Internet in forming public opinion. Therefore, it is essential that employees, parents, participants, and volunteers join together and help shape the way the Office of Priestly Vocations is perceived in the community via interaction in social media. The following guidelines will help everyone make appropriate decisions about utilizing various social media.

- Parents, participants, employees and volunteers are personally responsible for the content that they post, share and respond to online.
- Online postings and conversations are not private. Do not share confidential information, internal discussions, or specific information about participants, staff or other parents.
- Never discuss sensitive matters using social media outlets.
- Under no circumstances should offensive comments be made about participants, parents or employees nor the Office of Priestly Vocations in general.
- Social media sites using the school name may not be created without permission.
- Do not use any school logo or image without permission.
- Public postings on social media should not be used to challenge or ridicule Church teachings.

The Office of Priestly Vocations reserves the right to require parents, participants, employees or volunteers to remove content or comments posted on social media for any reason, including but not limited to the administration’s opinion that the comments violate this policy. The core values of the Office of Priestly Vocations apply to behavior both on and off event sites including the online environment. Failure to comply with any of the provisions of this policy may be grounds for disciplinary action, including dismissal from Office of Priestly Vocations programs and/or termination of employment and/or volunteer activities.

I have read and agree to abide by the Acceptable Use policy described above.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Participant Printed Name

\_\_\_\_\_  
Parent Signature (If Participant is a Minor)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Printed Name