Acceptable Use Policy

The use of the All Saints Catholic Schools (ASC) Internet access is to promote the exchange of information to further education and research and is consistent with the mission of the ASC School System and Technology Plan. ASC Internet connections are not for private or commercial business use or political purposes. Any use of ASC Computer Networks for illegal activity is prohibited.

A. EDUCATIONAL PURPOSE

1. The ASC Computer Networks have been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.

2. The ASC Computer Networks have not been established as a public access service or a public forum. ASC, and its designees, has the right to place reasonable restrictions on the material you access. You are also expected to follow the rules set forth in the student handbook for your building, and the law in the State of Michigan, regarding your use of the Internet while attending ASC.

3. You may not use ASC' internet connections for commercial purposes. This means you may not offer, provide, use, or purchase products or services through ASC Computer Networks.

4. You may not use ASC Computer Networks for political lobbying. But you may use ASC Computer Networks to communicate with elected representatives and to express your opinion on political issues.

5. You are being granted the use of All Saints Catholic designated communication platforms to communicate and collaborate with your teachers, staff and your peers through both in-person instruction or virtually from outside of our campus. You are responsible for gaining access to these platforms. If you find you do not have access, it will be your responsibility to notify your teacher(s), staff member, or the technology person as soon as possible so this can be corrected.

B. STUDENT INTERNET ACCESS

1. All students, with parental and teacher permission, will have access to World Wide Web information via one or more of the following means: classroom, library, or school computer lab.

2. Accessing your personal email, instant messaging, visiting chat rooms, and posting on message boards outside of ASC designated platforms is not permitted.

C. UNACCEPTABLE USES

1. Personal Safety

a. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.

b. You will not agree to meet someone you have met online without your parent/guardian's approval. Your parent/guardian should accompany you to this meeting.

c. You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

d. Should the Network user transfer a file, shareware, or software which infects the Network with a virus and/or causes damage, the Network user will be liable for any and all repair costs to make the Network once again fully operational, and may be subject to other disciplinary measures as determined by ASC.

e. The misuse of computer equipment or computer-related equipment will not be tolerated, and may be grounds for loss of access privileges and/or disciplinary action.

2. Illegal Activities

a. You will not attempt to gain unauthorized access to the Internet or to any other computer system through ASC Computer Network or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

b. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

c. You will not use the Internet connection at any ASC Computer Network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.

3. ASC Computer Network Security

a. You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

b. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.

c. To avoid the inadvertent spread of computer viruses, you will only download programs with the express permission of your teacher, or other ASC employee or their designee.

d. You are responsible for making a back-up of any documents critical to you.

4. Inappropriate Language

a. You will not post information that could cause damage or a danger of disruption.

b. You will not engage in personal attacks, including prejudicial or discriminatory attacks.

c. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told to stop communicating, you must stop.

d. You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

a. You will not re-post a message that was sent to you privately (outside school) without permission of the person who sent you the message.

b. You will not post private information about another person.

6. Respecting Resource Limits

a. You will use ASC Computer Networks only for educational and career development activities and limited, high-quality, self-discovery activities.

b. You will not download large files unless absolutely necessary, and with permission from teacher or other ASC designee. If necessary, you will download the file at a time when the system is not being heavily used.

7. Plagiarism and Copyright Infringement

a. You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

b. You will respect the copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work you should follow the expressed requirements. If you are unsure whether or not you can use the work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

COPYRIGHT RULES
Governing Software and the Internet https://www.copyright.gov/what-is-copyright/

Media:
Purchased Software, Licensed Software

What You Can Do:
Software may be lent by the library. Software may be installed at home and at school. Software may be installed on multiple machines. Software may be copied for archival use to replace lost, damaged, stolen, copies. Software can be distributed to users via a network. Librarians may make archival copies.

According to...
Section 107 and 108 of Copyright Act and subsequent amendments.

The Fine Print:
Take aggressive action to monitor that copying is not taking place (for retention). Only one machine at a time may use the program. The number of machines being used must never exceed the number licensed. If unavailable at fair or is obsolete format. The number of simultaneous users must not exceed the number of licenses. A network license may be required for multiple users.

Media:
Internet connections, World Wide Web

What You Can Do:
Images may be downloaded for student projects. Sound files may be downloaded for use in projects (see portion restrictions above)

According to...
Fair Use Guidelines for Educational Multimedia & DMCA Images may NOT be reposted onto the Internet without permission.

The Fine Print:
Sound or music files may not be copied and posted on the Internet without permission.

8. Inappropriate Access to Material

a. You will not use the ASC Computer Networks to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parents/guardians have approved.

b. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this policy.

c. Your parents/guardians should instruct you if there is additional material that they think would be inappropriate for you to access.

d. ASC connections have a firewall, which is URL & content-based, to help protect users from inappropriate material. Teacher supervision also helps to protect you.

D. LIMITATION OF LIABILITY

ASC makes no guarantee that the functions of the services provided by or through ASC system will be error-free or without defects. ASC will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. ASC is not responsible for the accuracy or quality of the information obtained through or stored on the system. ASC will not be responsible for financial obligations arising through the unauthorized use of the system.

E. PERSONAL RESPONSIBILITY

When you are using an ASC Internet connection, it may feel like you can easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints", so the odds of getting caught are really about the same as they are in the real world.

F. NETWORK ETIQUETTE

1. Be polite. Abusive or inappropriate messages to others are prohibited. Using programs that harass ASC users or infiltrate a computing system and/or damage the software components is prohibited.

2. Use of ASC connections to intentionally access objectionable material is prohibited.

3. Make the most efficient use of network resources to minimize interference with others.

4. Any use of ASC connections that access outside resources must conform to their "Acceptable Use Policy".

5. Subscriptions to List servers, bulletin boards, and online services are prohibited.

6. You are expected to abide by the generally accepted rules of network and internet etiquette.

7. Do not reveal personal information online.

8. Do not use the network in such a way that you would disrupt the use of the network by other users.

9. All communications and information accessible via the network should be assumed to be private property.

10. As the rules and guidelines for Network Etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

Please see All Saints Catholic Schools' Web Publishing Policy regarding things that may or may not be published on the district webpages.

The use of ASC Computer Networks/Internet is a privilege, not a right. Inappropriate use of that connection may result in cancellation of those privileges. Interpretation, application and modification of this Acceptable Use Policy is within the sole discretion of All Saints Catholic Schools. Any questions or issues regarding this policy should be directed to All Saints Catholic Schools Administration.

Violation of any conditions of use described here can be cause for disciplinary action.