

ACCEPTABLE USE POLICY FOR THE SCHOOL SPONSORED COMPUTER NETWORK AND INTERNET USAGE

The purpose of the Mount Saint Agnes Academy Acceptable Use Policy is to educate students, parents/guardians, staff, faculty and employees about why certain activities are harmful and, therefore, prohibited. The policy lists the rules and regulations for use of the school wide network and technology equipment. An attempt to identify all technologies and list possible misuses of them is impossible. Therefore, throughout this policy, the term “technology” will be used to reference all existing and new devices or systems that are now used or that will be available in the future. Such technologies now include computers, handheld devices, cell phones, iPods, tablets, and digital cameras. The policies and procedures apply to any form of technology whether it is specifically mentioned or not.

An Acceptable Use Policy must be signed by students and their parents/guardians and employees at the beginning of each school year. Individuals who do not comply with the standards of behavior outlined in the AUP or with the Network rules outlined in this policy, may lose their privilege to use the system and/or be subject to disciplinary action.

1. **ACCEPTABLE USE** The use of your account must be in support of education and research and be consistent with the educational mission and objectives of Mount Saint Agnes Academy. Use of other organizations, networks, or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any Bermuda regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material.
2. **PRIVILEGES** The use of this internet connection is a privilege. Therefore, any inappropriate use will result in a cancellation of those privileges. By accepting your account password and related information and accessing the Mount Saint Agnes Academy Network or Internet system, you agree to adhere to this Policy. You also agree to report any Network or Internet misuse to the administration. Misuse includes Policy violations that harm another person or another individual’s property. Also, the systems administrators may close an account at any time as required. The administration may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **NETWORK PROTOCOL** You are expected to adhere to the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - Be polite. Do not become abusive in your messages to others.
 - Use appropriate language. Do not swear, use vulgarities or other inappropriate language. Illegal activities are strictly forbidden.
 - Do not reveal your personal address, phone number, or password (or those of other students or colleagues). Do not share your account with others.
 - Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to ALL mail! Messages relating to, or in support of, illegal activities may be reported to the proper authorities.
 - Do not use the network in such a way that you would disrupt the use of the network by other users. Do not begin or contribute to chain letters.
 - All communication and information accessible via the network should be assumed to be private.
 - Delete e-mail in a timely fashion to avoid excessive use of the server disk space.
4. **CYBERSPACE PROTOCOL** The term cyberspace is used to create a unified conceptualization of space spanning the entire Internet.
 - Disruption of school operating system;
 - Unauthorized use of chat room;
 - Use of inappropriate off task sites as determined by the instructor;
 - Visiting inappropriate websites (i.e. adult content, racist, pornographic);
 - Sending or forwarding a joke and/or picture that you know or ought to have known was offensive via electronic communication;
 - Using school equipment for online gambling.
 - Downloading audio, video or text-based materials in violation of copyright laws;
 - Posting suggestive or inappropriate pictures of yourself or others and sharing them electronically;
 - Posting comments about students, parents, faculty or administrators online;

- Facilitating illegal activity;
- Sending hate mail, discriminatory remarks, and offensive or inflammatory communication;
- Installing, distributing, reproducing, or using copyrighted materials;
- Accessing obscene or pornographic material;
- Using inappropriate language or profanity on the Network;
- Transmitting material likely to be offensive or objectionable to recipients;
- Intentionally obtaining or modifying files, passwords, and data belonging to other users;
- Impersonating another user;
- Loading or use of unauthorized games, programs, files or other electronic media;
- Logging on Network using another user's password;
- Inappropriately using E-mail.

5. **SECURITY** Security on any computer system is a high priority especially when the system involves many end-users. No student should be left unattended for any length of time while using the internet. If you feel you can identify a security problem through our internet you must notify the systems administrator immediately. Do not demonstrate the problem to other users. Do not use another individual's account for any reason. Attempts to login to the system as any other user will result in cancellation of user privileges. Attempts to login to the Mount Saint Agnes Academy Network as a systems administrator will result in the cancellation of user privileges.
6. **VANDALISM** Vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, any hardware, software or any additional network services.
7. **CONSEQUENCES OF INAPPROPRIATE USE OF INTERNET/NETWORK** Students will be sent to the office for disciplinary action.
 - A student's privileges will be reinstated at the beginning of each school year.
 - The names of students who have violated this policy will be kept on record in the office and will be shared with faculty.

Procedures:

1st Violation: Student will be denied Internet/Network access outside of normally scheduled class time for the semester. Parents will be notified and a letter will be sent home with a copy kept on file. Student will be referred to the administration for disciplinary action. Disciplinary action could result in a detention or suspension depending on the severity of the action.

2nd Violation: Student will be suspended—length of time is at the discretion of the administration. Parents will be notified and a suspension letter will be sent home with a copy kept on file.

3rd Violation: Student will be given a 5-day suspension. Parents will be notified, and a suspension letter will be sent home with a copy kept on file. Parents must meet with the Principal to determine a future course of action. Depending on the violation and behavior history of the student, expulsion may be an option.

ALL STUDENTS ARE REQUIRED TO SIGN BELOW TO INDICATE THEY ARE AWARE OF THE ACCEPTABLE USE POLICY FOR THE INTERNET. THIS DOCUMENT MUST ALSO BE SIGNED BY PARENTS/GUARDIANS.