

<p>INTERNET ACCESS POLICY AND AUTHORIZATION FOR INTERNET ACCESS</p>

This is a prototype. Do NOT Change This Language.

Name of School

1. Access to the Internet must be related to the user's work responsibilities, for the purpose of education or research, and be consistent with the educational objectives of the Diocese and the School.

2. The use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges, disciplinary action (up to and including expulsion or discharge) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the building administrator, and his or her decision is final.

3. Some examples of unacceptable uses are:

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted;
- c. Invading the privacy of individuals;
- d. Using another user's password or account;
- e. Using pseudonyms or anonymous sign-ons;
- f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, performance, sexually oriented, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of the Diocese and/or School.
- g. Using inappropriate language.

Your account and password are confidential and must remain so. Do not use another individual's account and confidential password.

4. Use of a photograph, image or likeness of one's self or of any other employee, or student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.

5. Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent, or parishioner, is prohibited, except with the express permission of the Principal.

6. Employees are prohibited from permitting any other individual or entity from creating a web site for the Diocesan facility, or from photographing, video graphing, or otherwise creating the likeness of any employee, student, parent, or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the Principal.

7. Employees are not permitted to allow a non-employee to use a School computer or other equipment unless the non-employee is an authorized volunteer.

8. The School reserves the right to monitor employee use of School computers Employees, including an employee's Internet use and email use and content. Thus, employees have no expectation of privacy in their use of School computers, the Internet or email.

STUDENT AUTHORIZATION FOR INTERNET ACCESS

Name:

Date of Birth:

Each student and his or her parent(s)/guardian(s) must receive the Internet Access Policy and sign this authorization before being granted supervised or unsupervised access to the Internet. Teachers and other staff must also sign as a condition of using the School's Internet connection. Students, parent(s)/guardian(s) and staff need only sign this Authorization for Internet Access once while enrolled in the School or employed by the School.

The Internet Access Policy as well as the following statement must be read to a student if he or she is too young to read.

I have received training on appropriate use of the Internet and I have received, understand and will abide by the Internet Access Policy.

Dated:

User Signature

The following is required if the user is a student under the age of 18:

I have read the Internet Access Policy and this Authorization for Internet access and understand and agree that the terms of that Policy. I understand that access is designed for educational purposes and that the Diocese and School prohibit the access of inappropriate materials but that and it is impossible for the Diocese and School to restrict access to all controversial and inappropriate materials. I will hold harmless the Diocese, School, their employees and/or agents from any harm caused by materials or software obtained by my child via the Internet. I also agree, on my child's behalf to the terms of the Internet Access Policy; I affirm my child's obligations pursuant to that policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with that policy and/or Internet use. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the Internet.

Dated:

Parent/Guardian

EMPLOYEE ACKNOWLEDGMENT FORM

I, _____, acknowledge receipt of the "Internet Access Policy and Authorization for Internet Access." I further acknowledge that I have read the document, understand my obligations as outlined in the document, and agree to abide by the terms of the document while employed by _____ School.

Employee

Date