

## Computer Network Acceptable Use Policy for Students

This policy sets general guidelines for what is and what is not acceptable use of the St. Benedict's Prep computer network and SBP's connection to the Internet.

Because the nature of our network involves a significant number of valuable shared resources and communications, all users are required to conduct themselves in an appropriate way and to make use of equipment and services in a way that is not disruptive or harmful to other users or to themselves. Students are required to abide by the following guidelines:

1. Students may use the Academic Computing Center for individual academic computer work during free time. Students may not absent themselves from lunch or group to come to the ACC. The Career Development Center computers are not to be used by individual students unless there is an adult present with them in the room.
2. No food or drink may be brought into the computer center.
3. Students are expected to conduct themselves in a manner which is respectful of others and conducive to learning at all times while in the computer center.
4. Use of the computers is limited to academic purposes only. Acceptable use includes searching for information related to a class that you are currently taking or to a subject that the student has a "good faith" interest in researching. College information is, of course, perfectly acceptable. Using the Internet to "surf" or to randomly see what's out there with no real purpose or goal is prohibited. "Pop culture" information such as sports, video games, or music is also prohibited. Access to social networking sites such as Facebook or Myspace is prohibited. Use of chat rooms is strictly prohibited. If you are not sure if something you want to access is appropriate, consult a network administrator.
5. All certified users have a user name and password. You should use only your account to gain access to the network. Do NOT lend or give your password to anyone. Consult a network administrator if you need to share files or folders with other users. This can easily be done with the E-mail system.
6. Regardless of the time of day, printing is restricted to academic material only. Students are to exercise prudence when deciding whether to print large documents as paper and toner cost money and large documents tie up the printer for other users. If a student has a question about whether or not to print a document, he should ask the lab moderator.
7. Do not send or forward E-mail chain letters or unnecessary attachments. E-mails with offensive language or material are prohibited. Sending E-mails soliciting to sell merchandise to other students is prohibited.
8. The St. Benedict's Prep network has a firewall. Any attempts to bypass the security systems in place are a violation of the acceptable use policy. Internet use, such as amount of time on the

Internet and which sites you connect to are monitored and recorded. You may be asked to explain your website activity at any time.

9. Students are not allowed to move equipment, such as desktops or network printers, without first getting permission from a network administrator. This includes but is not limited to disconnecting keyboard, mouse, power cord or monitor from the computer. Upgrading or modifying computer equipment is not allowed.
10. If you encounter a virus while you are working, tell a network administrator immediately.
11. Do not give out any personal information (phone number, address, etc.) over the Internet. In addition, if you publish information on a web page, be careful about what information you publish about yourself, or other students. For instance, if you include pictures of yourself or friends, do not associate any names, e-mail addresses, or other personal information with the pictures. If you communicate with someone over the Internet, NEVER agree to meet them in person.
12. If you encounter a situation that does not seem right or makes you feel uncomfortable (e.g. unwanted e-mail, etc.), inform a network administrator. We will change your E-mail address for you.

Students who choose not to comply with these policies will lose their privilege to use the computer network (including the use of word processors to type and print papers) and further disciplinary actions will be taken. More serious infractions will be brought to the Honor Code Committee.

I have read, and agree to abide by the policies for the Acceptable Use of the St. Benedict's Prep Computer network. By signing below I indicate my understanding and acceptance of these policies.

Print Student Name \_\_\_\_\_

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Student Signature -- Date

Parent Signature -- Date