

## Acceptable Use Policy

### Acceptable Use Policy for the SBP Computer Network

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 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. Student users 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 computer system 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. Also, use of the Internet to access "pop culture" information such as sports, video games, or music is prohibited. If you are not sure if something you want to access is appropriate, ask a teacher or another adult in the lab. The adult supervising the lab will have the final say about what is and is not appropriate.
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 another user. This can easily be done with the 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 very large documents as paper and toner cost money and large documents tie up the printer for other users. If a student has questions about whether he should print a document or not, he should ask the lab moderator.
7. The use of chat rooms or newsgroups is strictly prohibited.
8. Don't give out any personal information (phone number, address, etc.) over the Internet.
9. If you publish information on a web page, and you choose to include pictures of yourself or your friends, do not associate any names, e-mail addresses, or other personal information with the picture.
10. If you communicate with someone over the Internet, NEVER, NEVER agree to meet them in person.
11. If you encounter a situation that just doesn't 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.
12. While we understand that they are sometimes necessary, we discourage the use of floppy disks.

- 13. If you encounter a virus while you are working, tell a teacher immediately.
- 14. Avoid composing writing assignments on the computer. Write them in your notebook first, then type them on the machine.

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.

Please detach and sign the section below to indicate your understanding and acceptance of these policies. These signed forms should be returned to school as soon as possible.

Detach and return the section below.

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I have read, and agree to abide by the policies for acceptable use of the St. BenedictÆs Prep Computer network

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

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Student Signature -- Date

Parent Signature -- Date