

QUINCY CATHOLIC ACADEMY TELECOMMUNICATIONS USE AGREEMENT

Quincy Catholic Academy is pleased to make available to students access to the Internet, the worldwide network worldwide network that provides various means of accessing significant educational materials and opportunities.

In order for Quincy Catholic Academy to be able to continue to make Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the Internet access may jeopardize the ability of all students to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise student use of Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Acceptable Use and Internet Safety Policy of Quincy Catholic Academy and the Internet Provider that provides Internet access to Quincy Catholic Academy. Upon reviewing, signing, and returning this Policy as the students have been directed, each student will be given the opportunity to enjoy Internet access at School and is agreeing to follow the Policy. If a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. St. Mary's cannot provide access to anyone who, if under the age of 18, does not return the Policy as directed with the signatures of the student and his/her parents or guardians.

Listed below are the provisions of your agreement regarding Internet use. If you have any questions about these provisions, you should contact the Principal. If any user violates this Policy, the staff member's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but also are agreeing to report any misuse to the Principal. Misuse means any violations of this Policy or any other use that is not in this Policy that has the effect of harming another or his or her property.

II. TERM OF PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which he or she has agreed, will have Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students at Quincy Catholic Academy before they are given access to the Internet.

III. ACCEPTABLE USES and INTERNET SAFETY POLICY

A. Educational Purposes Only

Quincy Catholic Academy is providing access to the Internet only for educational purposes. If you have any doubt whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Acceptable Use

The purpose of the Internet is to facilitate communication in support of research and education by providing access to unique resources and an opportunity for collaborative work. To remain an eligible user, the use of the account must be in support of and consistent with the educational objectives of

Quincy Catholic Academy.

C. Privilege

The use of the Internet is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in the cancellation of this privilege.

RESPONSIBLE USER

A responsible user of the Internet may keep an account as long as the user is a staff member or student in Quincy Catholic Academy.

A responsible user may:

Use the Internet to research assigned classroom projects

Use the Internet to send electronic mail (email) to other users only when corresponding on school projects

Use the Internet to explore other computer systems

A responsible user may:

NOT use the Internet for any illegal purposes

NOT use Instant Messaging

NOT sign onto social networks, i.e. MySpace.com, Friendster.com, etc.

NOT randomly search the Internet without a teacher's express consent

NOT download images, files, or music without a teacher's express consent

NOT participate or generate hate mail

NOT use the network to access obscene or pornographic material

NOT use impolite or abusive language

NOT violate the rules of common sense of etiquette

NOT change computer files that do not belong to the user

NOT receive copyrighted material without permission

Note that system administrators have access to all user accounts, files, etc. including email.

By signing this agreement you acknowledge that you:

Understand the rules and regulations of Quincy Catholic Academy Acceptable Use Policy

Realize that if the rules are violated, your privileges will end

Understand there will be no second chances.

UNACCEPTABLE USES OF THE NETWORK

Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law

Do not transmit offensive or harassing messages; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property

For example, do not engage in defamation (Harming another's reputation by lies); employ another's password or some other user's identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm virus, "trojan horse," or "time bomb" or other harmful form of programming vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and the computer network or other networks on the Internet

For example, do not disclose or share your password with others; do not impersonate another user.

4. Users that are commercial transactions

Students and other users may not sell or buy anything over the Internet. You should not give others private information about you or others, including credit card numbers and social security numbers.

NETIQUETTE

All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
2. Avoid language and uses that may be offensive to others. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
3. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

IV. INTERNET SAFETY

A. General Warning: Individual Responsibility of Parents and Users

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety

Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name, or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do

not arrange a face-to-face meeting with someone you “meet” on the computer network or Internet without your parent’s permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. “Hacking” and Other Illegal Activities

It is a violation of this Policy to use the School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. Confidentiality of Student Information

Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

E. Active Restrictive Measures

Quincy Catholic Academy, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The School will also monitor the online activities of students, through direct observation and technological means, to ensure that students are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older.

V. PRIVACY

Network and Internet access is provided as a tool for your education. Quincy Catholic Academy reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of Quincy Catholic Academy and no user shall have any expectation of privacy regarding such materials.

VI. FAILURE TO FOLLOW POLICY

The user’s use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which Quincy Catholic Academy may refuse to reinstate for the remainder of the student’s enrollment in Quincy Catholic Academy. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. Quincy Catholic Academy may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

Quincy Catholic Academy makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this Policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this policy, users are taking full responsibility for his or her use, for the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold Quincy Catholic Academy, the Internet Service Provider that provides the computer and Internet access opportunity to Quincy Catholic Academy, and to all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access its computer network and the Internet, including but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of the user's use of his or her access to its computer network and the Internet, whether that use in on a School computer or on another computer outside St. Mary's network.

VIII. UPDATES

Users, and if appropriate, the users parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service. If, after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

**QUINCY CATHOLIC ACADEMY
TELECOMMUNICATIONS USE AGREEMENT**

STUDENT NAME (PRINT): _____

GRADE: _____

AGREEMENT

I have read, understand and agree to abide by the terms of the foregoing Acceptable Use and Internet Safety Policy. Should I commit any violation or in any way misuse my access to Quincy Catholic Academy's computer network and the Internet, I understand and agree that my access privilege may be revoked and School disciplinary action may be taken against me.

Parent signature

Date

Student signature

Date