

# Acceptable Procedures for the Use of the Internet and Authorization for Internet Access

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## INTERNET ACCESS POLICY:

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 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.
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, videographing, 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.

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