

QUAD-PARISH FAITH FORMATION PROGRAM
Acceptable Use Agreement (Ref. Policy 5025) and Rules and Code of Ethics

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending the Faith Formation Program.

1. I recognize that all computer users have the same right to use the equipment; therefore I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges and diskettes that are provided by the Faith Formation Program. When I am in the computer lab, I will work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore I will not make unauthorized copies of software and I will not give, lend or sell copies of software to others. I understand I will not be allowed to bring media (media includes but is not limited to CD-ROMs, DVDs, MP3s), software, hardware and peripheral devices from home to be used on Faith Formation equipment without proof of licensure and prior approval of appropriate catechetical personnel.
3. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on these servers will be private.

I recognize that the work of all users is valuable; therefore, I will protect their privacy by not trying to learn their password; I will not copy, change, read or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor the Faith Formation Program's procedures for the storage of information. I realize that files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer hard drive.

4. Each student who receives Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of educational and research consistent with the educational objectives of the Faith Formation Program. Students using network or computing resources must comply with the appropriate rules for that network or resource. **Access is a privilege, not a right.** Access entails responsibility.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address or personal phone number or those of students, catechists or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret. The use of Faith Formation computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate. The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or disciplinary action. The Faith Formation Program reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, staff and volunteers of the Faith Formation Program may request the system administrator to deny, revoke or suspend specific user privileges. Violations of the rules and code of ethics described above may result in loss of access to computers and networks. Additional disciplinary action may be taken by law enforcement agencies when applicable. Individual users are ultimately responsible for their activity on the technology resources.

User: I understand and will abide by the Acceptable Use Policy along with the Rules and Code of Ethics. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or legal action initiated.

User Name (*please print*): _____

User Signature: _____ Date: _____

Parent/Guardian: As the parent/guardian of this student, I have read the Acceptable Use Policy and the Rules and Code of Ethics. I understand that this access is designed for educational purposes. I am aware that it is impossible for the Faith Formation Program to restrict access to all controversial materials and I will not hold them responsible for materials acquired in use. I also hereby indemnify and hold harmless the Diocese of Green Bay and the Quad-Parish Faith Formation Program from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

I am the primary authority responsible for imparting the standards of ethical and legal conduct that my child should follow. Further, I accept full responsibility for supervision if and when my child's use of the Faith Formation Program's technology resources is not in the catechetical program setting. I hereby give permission for my child to use the Faith Formation Program's technology resources and certify that I have reviewed this information with my child.

Parent/Guardian Name (*please print*): _____

Parent/Guardian Signature: _____ Date: _____