

**INTERNET AND RELATED TECHNOLOGIES**

**A. Introduction and Code of Ethics:**

The Diocese of Gaylord encourages and strongly promotes the use of electronic technologies in educational endeavors. The Diocese and Catholic schools provide access to information resources available in a variety of formats. Together these allow learners to access current and relevant resources, provide an opportunity to communicate in a technologically rich environment, and assist them in becoming responsible, self-directed life-long learners.

The use of technology in the Catholic schools in the Diocese of Gaylord is a privilege extended to students, faculty, and community members to enhance learning and exchange information. When using the Catholic school's technology, the user must realize that he/she is representing the Catholic community and must therefore uphold Christian, ethical, and legal requirements. All users must read, understand, sign, and abide by the Catholic school's "Electronic Information Access and Use Policy." Access privileges may be revoked, parish or school disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical. Violations may also constitute a criminal offense.

**B. Terms, Conditions, and Regulations:**

Individual schools with the Diocese of Gaylord must create an "Electronic Information Access and Use Policy" which should reflect the following conditions:

**1. Acceptable Use:**

The use of computer/Internet/and related technologies must be in support of education, research, and be consistent with the educational objectives of the Diocese of Gaylord. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks. Users of electronic related technologies must uphold the general rules of conduct consistent with Catholic school philosophy in the Diocese of Gaylord.

**2. Unacceptable Use:**

It is important that users of electronic technologies in our Catholic schools represent our initiatives in the utmost fashion with ethical, Christian responsibility. The intention of this regulation precludes, but is not limited to, the following unacceptable uses.

- a. May not damage or mistreat equipment or facilities under any circumstances.
- b. May not intentionally waste computer resources.
- c. May not transmit any material in violation of any United States or State of Michigan regulation.
- d. May not employ the network for personal financial gain or commercial purposes.
- e. May not violate regulations prescribed by the network provider.
- f. May not engage in practices that threaten the integrity of the network (e.g., knowingly downloading files that contain a virus).
- g. May not engage in personal business that is unrelated to the mission of the organization or the performance of their job.
- h. May not write, use, send, download, or display obscene, threatening, harassing, or otherwise offensive messages or pictures, including pornography.

- I. May not use the equipment or network for any illegal activities, including the violation of copyright laws and software piracy.
- j. May not load or copy any software or other programs to or from organizational equipment unless permission is explicitly granted by an authorized party (e.g., the network administrator or technology committee).
- k. May not use anyone else's password, nor may they share their password with others. However a confidential master list of passwords should be on file with the school's computer coordinator.
- l. May not trespass into anyone else's folders, documents, or files.
- m. May not disclose anyone else's personal information (e.g., address, phone number, or confidential information), including and especially that belonging to students, community members and families, or fellow employees.
- n. May not use for unauthorized game playing, unauthorized "chat" or chain letters.
- o. May not use for acts of vandalism against persons or resources including the uploading of viruses.
- p. May not use another person's computer file, access accounts, and/or files with proper authorization.

### 3. Privileges:

The use of Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges.

### C. Administration Professional Code of Ethics Copyright:

It is the policy of the Diocese of Gaylord that all employees, volunteers, and students will abide by federal copyright laws. Employees, volunteers, and students may copy print or nonprint material allowed by:

- 1. Copyright law
- 2. Fair use guidelines
- 3. Specific license or contractual agreements
- 4. Other types of permission

### D. Directives for Schools and Parish Educational Programs

- 1. School and parish educational programs must include a clear statement in the faculty and parent/student handbook that defines appropriate use of educational technologies and the consequences of misuse.
- 2. Student use of technologies must include instruction on appropriate use and be supervised by a responsible adult.
- 3. Students and parents must understand and sign an annual **Acceptable Use Agreement** for computer/Internet and related technologies and these be kept on file.
- 4. A disclaimer statement must be part of the **Acceptable Use Agreement**.
- 5. Schools and parish educational programs are encouraged to appoint a coordinator who would be responsible for enforcing policies regarding educational technologies.
- 6. Schools and parish educational programs must have content filtering software to prevent abuse on the Internet.