

## **St. Joseph School Acceptable Use Policy**

I recognize that computers have the potential to make either a positive or a negative impact on the world. As a member of *St. Joseph School*, I pledge myself to do all I can to insure that computers influence the world in a positive manner. To that end, I pledge the following:

1. I will honor all files as private property and will refrain from erasing, renaming, or making unusable any file or program that is not my personal property.
2. I will keep my user information-my name and files-confidential, and will share them with no one (except duly authorized faculty and/or staff).
3. I will use the school's computers and/or accounts for educational purposes only.
4. I will honor the privacy of all other users' passwords, never attempting to gain illegal access or use.
5. I will respect copyright protection for all software. I will never copy, change, or transfer any software provided by the school, teachers, or another student without permission from an authorized source. I do understand that copying software without permission is illegal and copying or knowingly using such software is a criminal offense.
6. I will endeavor to keep all systems with which I work safe from any virus (bug, worm, Trojan Horse, or other term). I will never knowingly write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory.
7. I will respect all others with whom I communicate through the computer (e-mail, Internet, or other electronic communication). I will never use the computer to annoy, offend, or threaten others.
8. I will practice good stewardship with all technology systems. I will never intentionally damage any part of the system or resources and information not belonging to me, nor allow others to do so.
9. I will recognize my own limitations and will not tamper with terminals, CPUs, printers, or other associated equipment without explicit direction from teachers or technicians.
10. I will practice good stewardship in my use of telecommunication resources. I will use the school's telecommunication resources only in public places under the supervision of authorized faculty or staff. I will use the school's telecommunication resources only for matters directly related to educational needs.