

POLICY # 0700 - Program - Computer Use Policy



Subject:

Purpose of Policy:

Applies to:

Owner:

Date of Board Approval:

To be Reviewed Prior to:

Applicable / Attached Forms: YES _____ NO _____

Revision Dates & Reference:

RCHS Computer Use Policy

Subject: Use of computer facilities

Applies to: Faculty, Administration, students, staff and volunteers

Date of Board Approval: April, 2008

Effective Date: upon Board approval

Review Cycle: Shall be reviewed every two years by the Program Committee

Purpose: To specify the policy governing the acceptable use of computer facilities at RCHS

Rationale

This policy will outline the principles and limitations that will govern the use of the RCHS computer network and its associated computers and printers.

1. It is one of RCHS's guiding principles that all school supported activities help the school in achieving its mission. "The mission of RCHS is to provide a community of learning that challenges students to develop disciplined minds, hearts and bodies according to the full measure of Jesus Christ." Thus all use of our computers should support the development our learning community or be part of students' educational tasks.
2. Computers in our society are often viewed as objects of entertainment. In this capacity computers can often become a distraction from educational tasks. In order to combat this ongoing tension between computers as an educational tool and computer as amusement box the school needs to send a clear message that our computers are provided to support our educational tasks.
3. The school owns and operates these computers. The use of our computers is a privilege (a service offered to students), not a right.
4. RCHS has the right to protect its computers and can withdraw the privilege of use of its computer equipment if someone uses them inappropriately.

Acceptable Use Guidelines

Students

1. All use of student account/access must be in support of education and research and consistent with the educational objectives of RCHS.

Staff

2. Staff use of the computers must be in support of their educational tasks at RCHS or
3. Staff use of the computers must be in support of their community building tasks at RCHS.

Board Members/Committee Members

4. Board/Committee member use of the school computers must be related to the functioning of the committee or a community building related project of that committee.

All Users

5. Use of RCHS computers or network must in no way endanger the computers, network or the information stored on them.
6. Use of another organization's network or computing resources must comply with the rules appropriate for that network.
7. Transmission of any material in violation of any Canadian law is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.

8. Users who detect a security problem on the Internet or on the RCHS computer network must notify the system administrator or the principal. Security problems must not be demonstrated to others.

Activities Prohibited Under Acceptable Use Policy

Faculty, Administration, students, staff and volunteers engaged in any of the following activities will have their computer access revoked.

1. The computers shall not be used to access chat rooms or social networking sites on the internet.
2. The computers shall not be used to play games.
3. The network shall not be used for illegal activity (e.g. violating copyright or other contracts, gaining illegal access or entry into other computers).
4. Computers shall not be used for financial or commercial gain.
5. Users shall not interfere with the proper operation of RCHS computer systems and networks, as well as systems and networks accessible through the Internet.
6. Computers or the network shall not be used in such a way that would disrupt the use of the computers by others.
7. Users shall not download any files or programs onto RCHS computers without permission from the Administration.
8. Users shall not change any system setting in DOS, Windows or other operating system that may be in use at RCHS.
9. Borrowing, lending or otherwise sharing of computer accounts and passwords is prohibited.
10. No personal information such as addresses or phone numbers may be revealed on the Internet.
11. No user shall vandalize the RCHS computer system. Vandalism is defined as any malicious attempt to harm or destroy a computer and its parts or the data of another user, Internet, or any listed agency, or other network that is connected to the Internet backbone. This includes, but is not limited to, pulling plugs off computers, swinging mice by the tail, turning the power off on someone else's computer the uploading or creation of computer viruses.
12. Users shall not access any files/data belonging to others.

Implementation

1. Inappropriate computer use will result in the cancellation of the privilege of access to computers.
2. RCHS Administration will deem what is inappropriate use and its decision is final.
3. RCHS staff may monitor computer accounts and activity, which may include random checks of files and/or e-mail to determine whether the accounts are being used in a manner that is consistent with this policy. All those accepting computer access consent to such monitoring.
4. Students who have lost access to RCHS computers must make other arrangements to complete any work they want done on computers. Students who are enrolled in classes where computer use will still have their computer use revoked and will be removed from class as well.

Disclaimer

RCHS makes no warranties of any kind, whether expressed or implied, for the service that is provided and is not responsible for any damages. This includes loss of data resulting from delays or service interruptions caused by computer or network malfunction or the errors or omissions of users. Reliance on any information obtained via the Internet is at the user's risk. No guarantee of complete privacy is made. RCHS specifically denies any responsibility for the accuracy or quality of information obtained through the Internet.