

**INTERNET AND RELATED USE AGREEMENT  
HIGHLAND CATHOLIC SCHOOL**

I have read and understand the “Acceptable Use of the Internet and Related Technology Policy”. This policy is follows below.

I understand that Highland Catholic School cannot restrict student access to all inappropriate or offensive materials which can be used, reviewed or acquired on the internet and I hold Highland Catholic School harmless from such activities.

I accept full responsibility from any financial obligation incurred by the students through internet use and release and hold Highland Catholic School harmless from any such obligation.

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Parent Signature

date

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Student Signature

date

## **ACCEPTABLE USE OF THE INTERNET AND RELATED USE POLICY HIGHLAND CATHOLIC SCHOOL**

All information used in the course and scope of activities for or on behalf of Highland Catholic School is an asset of Highland Catholic School. Electronic information and communications require particular safeguards and impose unique responsibilities on all Users. Highland Catholic School maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for Users. All Users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all Highland Catholic School employees and clergy working directly for Highland Catholic School who are users of technology (“Users”) for or on behalf of the Highland Catholic School

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. Highland Catholic School prohibits the use or alteration of Highland Catholic School data and/or information technology without proper authorization. All Users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

### 1. Definitions

- a. Electronic communications systems include, but are not limited to email, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranet(s), extranet(s), the Internet and any other communications systems that may be created in the future.
- b. Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), iPads, iPods, eReaders, facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, media players, and any other communications devices that may be created in the future.
- c. Electronic communications materials include, but are not limited to, emails, text messages, instant messages, social media posts, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

## 2. Electronic Communications Systems, Devices and Materials and Users Covered

- a. All electronic communications systems, devices and materials located on Highland Catholic School property (the Premises) or belonging to Highland Catholic School.
- b. All electronic communications devices and materials taken from the Premises for use at home or elsewhere.
- c. All personal devices and materials brought from home and used on the Premises during regular business hours.
- d. All personal devices and materials, regardless of where they are situated, that are used in such a manner that Highland Catholic School may be implicated in their use.
- e. All Users of electronic communications systems, devices and materials.

## 3. Ownership and Control of Communications

- a. All systems, devices and materials located on the Premises, and all work performed on them, are property of Highland Catholic School. These systems, devices, and materials are to be used primarily to conduct official Highland Catholic School business, not personal business.
- b. The Highland Catholic School reserves the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Highland Catholic School systems, devices, and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

## 4. Guidelines for Electronic Communications

- a. All Users of Highland Catholic School communications systems and devices should use care in creating email, text, video, still images, instant, or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- b. Email and other electronic communications are not necessarily secure, and therefore should be treated accordingly.

- c. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference, and disclosure, in accord with Highland Catholic School policy.
- d. Mass emails or intranet/extranet/Internet postings to "All Employees," "All Parents" and the like are not allowed by students.
- e. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies. Students will need explicit permission from their teacher to use personal electronic devices during school hours. In general, use of personal devices by students during regular school hours is not permitted.
- f. Highland Catholic School systems, devices, and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide Users with personal privacy. In addition, all Users do not have an expectation of privacy.
- g. User IDs and passwords should not be disclosed to unauthorized parties. User accounts are intended to be used only by the assigned party.
- h. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems, as approved or provided by Highland Catholic School, in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- i. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- j. Information systems hardware should be secured against unauthorized physical access.
- k. Minors are prohibited from using Highland Catholic School systems, devices, or materials unless appropriate permission is given.
- l. If any User knowingly communicates privately with a minor as a part of his or her duties for or on behalf of Highland Catholic School, reasonable steps must be taken to send the minor's parent/guardian the same communication content, not necessarily via the same technology.

- m. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering, or other system breaches to (insert position/title).
- n. It is the responsibility of Users to ensure that they save important content to a Highland Catholic School approved location in accord with Highland Catholic School policy.
- o. Only certain individuals, identified per Highland Catholic School Social Media Policy and Protocol, may post information to social media sites or Highland Catholic School's website(s) as an official representative of the Highland Catholic School.

## 5. Prohibited Practices

Users of Highland Catholic School electronic communication systems, devices, or materials and Users of personal devices and materials on the Premises under circumstances when the Highland Catholic School may become implicated in the use may not:

- a. Violate any federal, state or local laws or regulations.
- b. Violate any archdiocesan codes of conduct, archdiocesan codes of ethics, archdiocesan safe environment or other archdiocesan policies, or policies of Highland Catholic School, including but not limited to those that apply to communications or the use of information.
- c. Post or cause to be distributed any personally identifying information about a person without permission or review by the person or the person's parent or guardian, if the person is under 18, unless required by the User's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, images, names or screen names; telephone numbers; home or workplace addresses; email addresses, and web addresses (URLs) of social networking sites or blogs.
- d. Post or distribute any communications, text message, video, music, and/or picture(s) which a reasonable person may consider to be defamatory, discriminatory, offensive, harassing, disruptive, derogatory, or bullying.
- e. Post or distribute any communications, text message, video, music, or picture(s) which are inconsistent with the faith or moral teachings of the Catholic Church.
- f. Engage in improper fraternizing or socializing.
- g. Engage in pirating or unauthorized copying, acquisition, or distribution of copyrighted, trademarked, patented materials, music, video, or film or upload, download, view, or otherwise receive or transmit trade secrets, or other confidential, private, or proprietary information or other materials to which the User does not have access rights. Regarding

copyrighted materials, certain exceptions are given for educational and liturgical purposes. It is the responsibility of the User to determine copyright status.

- h. Use electronic communications devices for designing, developing, distributing, or storing any works of programming or software unless required by the duties of the job or assignment.
- i. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary, or unsolicited commercial messages).
- j. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- k. Arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods, or participate in Internet gambling.
- l. Upload, download, view, or otherwise receive or transmit indecent, sexually explicit, or pornographic material.
- m. Make fraudulent offers of products, items, or services originating from any Highland Catholic School account.
- n. Damage, alter, disrupt, or gain unauthorized access to computers or others' systems; e.g. use others' passwords, trespass on others' folders, work, or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- o. Give unauthorized persons access to Highland Catholic School systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- p. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the User's job duties or assigned responsibilities.
- q. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- r. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- s. Allow any minor to use the Highland Catholic School systems, devices, or materials without appropriate permission.

- t. Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- u. Access or manipulate services, networks, or hardware without express authority.
- v. Provide information about, or lists of, Highland Catholic School employees, clergy or other propriety information from the Highland Catholic School database(s) to outside parties. Certain exceptions to this prohibition may be made with written approval from (insert position title). Mailing addresses should only be provided in hardcopy (in label or other format as appropriate).

#### 6. Consequences of Violations of Electronic Communications Policy

- a. Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action, pursuant to Justice in Employment, up to and including termination of employment, canonical review, referral to law enforcement, and other appropriate disciplinary action.

The Archdiocese of Saint Paul and Minneapolis and Highland Catholic School gratefully acknowledges the Archdiocese of Los Angeles, which has made its Acceptable Use and Responsibility Policy ("Archdiocesan AUP") available for reference, guidance and copying.