



- PLEASE SEE OTHER SIDE -

HOLY TRINITY CATHOLIC SECONDARY SCHOOL INTERNET **ACCEPTABLE USE POLICY**

Holy Trinity offers its students Internet access for **educational and research** purposes only. This can include such uses as research for a specific assignment, or exploring legitimate career interests, or enriching topics being studied in a student's courses. Email may be used in a class, under a teacher's direction only.

The Internet also has the capability of being used for many other purposes which (although common and legal) are **NOT** educational, and so not acceptable when using Holy Trinity Internet access. These include **commercial** use (buying/selling/advertising), or **entertainment** use (game playing, hobbies, etc.), or **personal communication** use (e-mail, MSN, chat rooms, etc.) Use of Internet sites which provide essays, term papers, etc. is also not allowed.

When using the Internet (as with all research), proper credit must always be given, when using the words, graphics or ideas of others. Students must be very careful to avoid plagiarism, which is presenting the work of others (whether exact words or a paraphrase) as your own.

Each user is responsible to avoid initiating access to any site which is not appropriate (e.g. hate literature, racist material, pornography) or not acceptable (i.e. commercial, entertainment or personal communication).

Users who inadvertently come across Internet sites which they realize are not allowed under this policy should notify a staff member immediately (or it can be assumed that they knowingly accessed the site).

Anyone using the school computer equipment must use **only their own login**. Using someone else's login **OR allowing** someone else to use your login will lead to loss of your login/password rights.



HOLY TRINITY CATHOLIC SECONDARY SCHOOL

2260 Courtice Road
Courtice, Ontario L1E 2M8

- STUDENT COMPUTER USER CONTRACT -

Holy Trinity Catholic Secondary School is pleased to offer students access to the Internet. A **Computer User Contract** must be signed and returned to the school before access to the computer system will be granted. The computers may be used for legal activity that is within the aims and policies of Holy Trinity Catholic Secondary School, the School Board Policy and the Ontario Education Act.

The computer system can be defined as **all computers** at the school including those located in the computer classes. All computers within the school are networked together allowing students access to their files and programs from any location in the school (labs, library, guidance office and individual classrooms.)

Within the computer system, each student is assigned a student login which allows them access to the programs required for their use and access to their own student folder. Students should be sure **not** to give other students access to their login name and password or their student folder for privacy issues as well as discipline issues arising from misuse of the computer system. The student folders are only accessible by their teachers (if in a computer class) for marking purposes and by the computer technician and site administrator for monitoring purposes.

The computer system also gives students access to the Internet. The Internet server, located at the School Board Office, will attempt to filter out offensive material, but parents and students are warned that some materials accessible on the Internet may contain items that are inaccurate, defamatory, illegal or offensive. It is our intent to make the Internet available for research and to promote educational objectives. This resource must be used within the parameters stated above and must not be used to destroy other user's data or privacy. Users must not reveal personal addresses or phone numbers on the Internet. **Students may not use the school computer for non-educational purposes, i.e. play games, chat lines etc.**

It is understood that **access is a privilege and not a right**. This privilege may be withdrawn from individuals for an indefinite period of time for illegal and/or misuse of the network. Depending on the issue for which access is withdrawn, other disciplinary actions may be taken.

- STUDENT COMPUTER USER CONTRACT -

I understand that when I am using the Internet or any networked environment, I must adhere to all rules of courtesy, etiquette and law regarding access and copying of information as prescribed by Federal, Provincial or local law, and Holy Trinity Catholic Secondary School.

If I do not follow the rules in the **Computer User Contract** and **Acceptable Use Policy** (please see other side), I understand that my network account will be taken away from me. I also realize that misuse could result in other disciplinary actions.

My signature below, and that of my parent(s) and/or guardian(s), means that I agree to follow the guidelines of the **Computer User Contract** and the **Acceptable Use Policy** at Holy Trinity Catholic Secondary School.

Student Name (Please Print)

Student Signature

Date

Parent/Guardian Signature