

Acceptable Use Policy for Equipment and Services

DECATS Austin 2015 scholars may be enrolled in classes that involve the use of technological and media equipment and services. The hardware, software, cameras, editing machines, production and broadcast equipment, and Internet access is a benefit that is offered by the host school for DECATS Austin scholars. As visitors to the school, it is very important that DECATS Austin scholars understand their responsibilities and limitations. The following guidelines MUST be followed at all times. Failure to follow these guidelines can result in loss of privileges; removal from the program, and/or other measures as deemed appropriate by DECATS Austin personnel, school personnel, and other authorities.

User Guidelines:

- Log on the network only as yourself. Do not share your password with anyone. You are responsible for all actions made under your account.
- All users are expected to respect the rights of others. Never read, delete, alter, copy or modify any other students' or teachers' files.
- Using someone else's password or posting a message using another person's login name or identity is a form of dishonesty. Attempts to login as any other user will result in loss of computer privileges.
- Users are personally responsible for their own actions while accessing and utilizing the school's computer resources. Scholars are advised never to access, keep or send anything that they would not want their parents or teachers to see.
- Users must not release their own or anyone else's personal information on the Internet including name, address, phone number, and photograph.
- Users are expected to take the utmost care of computer and network resources. This includes, but is not limited to vandalizing any equipment or software, altering or removing any hardware or software, changing printer settings, desktop settings, or uploading or creating computer viruses.
- If a user identifies or has knowledge of a security problem on the network, the user must notify an administrator or teacher immediately. The security problem should not be shown or demonstrated to other users.
- Users may not download, copy or install any computer programs without the expressed consent of the technology department at the host school.
- Users are expected to follow all copyright laws. They must not copy software, music, or multimedia. Commercial software is copyrighted and each purchaser must abide by the licensing agreement published with the software, music, or multimedia.
- Users are expected to notify school officials immediately of any user who is accessing or disseminating inappropriate material, attempting to disable the filtering software, or using the Internet or the network in an inappropriate manner.
- Internet access is expected to be used to provide learning and teaching consistent with the educational goals of DECATS Austin. Use of the network and/or Internet for financial, commercial, or political purposes is prohibited.
- No external e-mail accounts are to be used on campus.
- Chat rooms and instant messaging are not to be used.

BEHAVIORAL CONTRACT

As a Distinguished Scholar attending DECATS Austin, I agree to abide by the following guidelines of the program. I understand that if these rules are not followed, I *will be dismissed* from the program. I hereby agree to:

- Follow all the rules of the DECATS Austin Program;
- Treat other people with respect and cooperate with faculty and other scholars at all times;
- Clean up and not litter the building or grounds of Holy Family or St. Dominic Savio Catholic Schools;
- Follow through on all my projects, using my time to the fullest.

I *completely* understand that if I am disruptive to my class, my behavior will be considered unacceptable and I *will be dismissed* from DECATS Austin without refund to my parents.