

Print First and Last Name: _____

Grade/Class: _____

**ACADEMY OF OUR LADY - STUDENT
ACCEPTABLE USE AGREEMENT FOR TECHNOLOGY 2018-19**

The use of computer services at Academy of Our Lady is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services at all times. Network and computer services include: use of **personal Smartphones**, computers or tablets, and school computers and peripherals, the Internet, campus and/or e-mail and all associated software. Students should realize that these services are finite and costly and that such things as time, money and hardware are wrongfully restricted or appropriated when these services are abused.

Academy of Our Lady holds specific expectations for students at each grade level regarding their use of technology before, during and after school either in the church, computer lab, classroom, library, after-care or off school premises.

The following Rules of Conduct apply to all information services. Students:

- Are expected to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesy, politeness, Catholic morals and the avoidance of inappropriate language (including but not limited to language in song lyrics).
- May not reconfigure or tamper with the network system in any way, not attempt to access or alter files without proper authorization.
- May not unlawfully copy software or information and may not use illegal software.
- Must cite properly all information that is required from electronic sources and used in their assignments.
- Are held responsible for all activity conducted on his/her computer or under his/her password – including harassment.
- May not run non-instructional computer games on any tablet, computer, server or network system.
- May not visit any site or use e-mail not authorized by the teacher.
- May never reveal their name, where they live, their phone number or any other personal information to anyone on the Internet.
- May not post private or personal information about or photographs of another student, teacher or staff member on the Internet, including, without limitation, SnapChat, Twitter, Vine, Vimeo, You Tube, Facebook or other social networking site or transmit such via cellphone.
- May not attempt to or log into another person's email account or to access another person's files.

While the above rules are all important, the following warrant extra attention and adherence. Students:

1. May not participate in any communication that threatens, intimidates, harasses any other student, teacher, or staff member or violate any other laws.
2. May never use technology without direct supervision of a teacher in the room.
3. May not use technology in church at any time.
4. May not use social media or text messaging in school and must use it appropriately outside of school.
5. May not bring electronic devices to recess or lunch.

6. Borrowed hardware must be treated with utmost care and returned in the same condition as when borrowed.
7. Students found breaking any of these rules may have their devices confiscated by faculty and returned at the discretion of the principal.
8. Failure to comply with these standards or acceptable use of technology may result in suspension or withdrawal of technology privileges, and may result in suspension or expulsion from school.

Every student and parent or guardian acknowledges and agrees to the above terms of the Academy of Our Lady Acceptable Use Policy for Technology. This Acceptable Use Policy embodies responsible technology use by the students both on and off school premises. It is further acknowledged and agreed that Academy of Our Lady may monitor students' computer use to determine if, in its sole discretion, such use negatively affects the safety, wellbeing, atmosphere or culture of the school community. It is recognized that it is impossible for Academy of Our Lady to restrict access to all controversial materials, and the school or its agents cannot be held responsible for any such materials acquired via the network.

Both student and parent must sign and return the Acceptable Use Agreement form by the first day of computer class.

Failure to do so will result in the loss of the student's computer usage until compliant.

I _____ (**Print Name**) in **Grade** _____ have read and understand the Acceptable Use Agreement for Technology of Academy of Our Lady and agree to abide by its terms and conditions.

Student Signature: _____ Date: _____

Parent's Name (Print): _____
(or guardian)

Parent's Signature: _____ Date: _____
(or guardian)

Note: One form required per student.

Acceptable Use AgmtForTech-Student 2018-2019.doc