

# **Technology Acceptable Use Policy**

## **Introduction**

Saint Paul the Apostle School provides access to computer technology for our students, faculty and staff. To gain access to the Internet, all students must obtain parental permission and must sign and return this form, which will be kept on file as a legally binding agreement. Access to the Internet enables students to explore thousands of libraries and databases. Students and parents should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. Therefore, students and staff must understand and practice proper ethical and legal use. While our intent is to make the Internet available to further educational goals, users may find ways to access other materials as well. It is the user's responsibility not to initiate access to such material. Ultimately, teachers, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources, especially the Internet.

Students and faculty are responsible for ethical behavior on school computer networks. Use of the Internet must be in support of education and research, and consistent with the education objectives of SPS. Use of SPS technology for commercial activities or political lobbying is prohibited.

The use of SPS technology, including access to the Internet, is a privilege, not a right; inappropriate use will result in a cancellation of that privilege. SPS reserves the right to review any material on user accounts and to monitor usage to make determinations on whether specific uses of the network are inappropriate. Decisions of SPS's administrators regarding unacceptable computer use are final. Use of the Internet may be revoked, denied or suspended at the request of faculty and staff of SPS.

## **NETWORK ETIQUETTE**

School Network / Internet users at SPS are expected to abide by the generally accepted rules of school network/Internet etiquette. For example, these behaviors are prohibited:

- Use of computer units that are not designated as student units;
- Using e-mail from any device, except as specifically assigned by the technology teacher;
- Creating, sending, accessing, or downloading material which is abusive, unlawful, harmful, hateful, harassing, racially offensive, or sexually explicit;
- Downloading, streaming, or listening to internet based music, video or image files not required for school work;
- Cyber-bullying, harassing, insulting, or attacking others online;
- Revealing your name, personal address or telephone number, or those of other students;
- Creating false accounts, unauthorized access of others accounts, or hacking;
- Doing anything that online that would harm the reputation of you, your family, or SPS, or anyone connected to SPS. In particular, this includes Facebook, Twitter, Instagram, Snapchat, or any interactive or chat systems associated with any website or online game.

## **SECURITY GUIDELINES**

A user of the network must notify an administrator if the user identifies or has knowledge of a security problem on the network. Users may not give passwords to any other individual, and may not access the system as any other user.

## **EQUIPMENT USES AND CARE**

Students assume full responsibility for any electronic devices that are loaned to them and are expected to exercise ordinary care. As a part of the SPS curriculum, students may have access to desktop computers, laptop computers, iPads, or other school-issued electronic devices for use in the classrooms or library.

Any damage to equipment resulting from intentional misuse may result in further punishment and fines at the discretion of the administration.

### **PERSONAL TECHNOLOGY GUIDELINES**

Portable electronics (including cell phones and tablet PC's) may not be used during school hours without written agreement from the principal. Use of any wireless device inside the building during school hours will result in that device being confiscated; a \$25 retrieval fine will be required for the parent to retrieve the device, and the student will serve one detention.