Acceptable Use Policy For the Use of Computers and Telecommunications

St. Mary Parish School provides technology resources to its students, staff, parents and community for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational excellence at St. Mary by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. Access is a privilege, not a right. Access means responsibility.

Students are responsible for good behavior on school computer networks, email, PowerSchool and Internet, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. During school, teachers will guide students toward appropriate websites. Most unacceptable websites are blocked. If a student comes across a website they feel is inappropriate, or identifies a security problem, the student must immediately let the teacher know, without demonstrating the problem to anyone else. Deliberate searches for inappropriate content will not be tolerated.

Network access, email, PowerSchool and Internet based programs requiring a username are the property of St. Mary. Administrators may inspect files, activity, and communications to maintain system integrity and ensure users are using computers responsibly. Users should not expect their files or communications to be private. When the Computer, Email, PowerSchool and Internet Rules are violated, there are consequences.

Depending upon the violation, one or more of the following actions may occur:
- Verbal warning
- Loss of computer-use privileges
- Disciplinary action
- Notification to law enforcement agencies
- Confiscated device

Computer, Email, PowerSchool and Internet Rules

The term **COMPUTER** refers to school and personally owned devices. This includes but is not limited to: PC, desktop, laptop, tablet, notebook, netbook, Chromebook, iPad, iPod, Nook and Kindle. Unacceptable devices shall include but are not limited to cell phones, gaming devices, Apple and Android Watches, Fitbits, consoles, and other devices that have a cellular plan. Unacceptable devices brought to school must be turned off and kept in the student's locker.

On the COMPUTER....
1. Only the software(s) being used for educational purposes that the teacher requests are to be open. The expectation is that all content is classroom appropriate and upholds the moral standards of the Catholic Church.
2. The Internet or devices are not open unless instructed by the teacher.
3. Only websites pertaining directly to project at hand should be open.
4. No playing games whether they are from the Internet or a computer unless directed by a teacher.
5. Display settings or icon placement are not to be changed.
6. You may not access, harm, or destroy another person's data, network document or folder, email, or Internet based program.
7. Do not give another person your usernames or passwords.
8. All research must be cited so as to not plagiarize.
9. Personal information such as name, location, age, gender, etc. may not be given to non-St. Mary students or staff.

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10. Individuals will not use any application for illegal activity, including violation of data privacy laws.
11. Personally owned devices must access the internet via the School's content filtered wireless network.
12. St. Mary Parish School shall not be liable for the loss, damage, misuse, theft of any personally owned device brought to school.
13. School Google accounts, defined by the school email address, shall be used for school purposes only.
14. Students are not permitted to use any computer to record audio or video media or take pictures of any student or staff member without staff or parent permission.

Examples of Appropriate Uses of COMPUTERS

1. Sending another student a piece of work to edit.
2. Using email or other programs to share work for a group project.
3. Communicating to a teacher to turn in an assignment.
4. Asking a student or teacher a question about school related topics.
5. Answering questions related to school work.
6. Getting assignments or handouts from email conferences, teachers, or peers.
7. Communicating with other schools for collaborative projects with teacher approval.
8. Communicating with experts for school related work with teacher approval.
9. Emailing schoolwork to and from home.

Examples of Inappropriate Uses of COMPUTERS

1. Using computers in locker rooms and restrooms.
2. Using email during class (unless a teacher has given permission).
3. Emailing people you do not know.
4. Sending offensive messages or pictures.
5. Opening email from people you do not know.
6. Sending emails to the same person multiple times just to annoy them.
7. Sending an email to every student in the school without a teacher's approval.
8. Including attachments (unless it is school related).
9. Forwarding chain e-mail.
10. Distressing, insulting or attacking others, directly (sent to a person) or indirectly (sent to a friend to talk about another person).
11. Logging on to someone else's email or PowerSchool using their login name and/or password.
12. Using inappropriate language.
13. Passing on rumors, gossip, or hearsay.
14. Talking about teachers or other students in an unkind way.

I have read the above document and understand the consequences if I do not follow the rules and policies in place.

Type your name:
Type today's date: