

## **ACCEPTABLE USE AGREEMENT**

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St. Paul Catholic School provides a technology program which includes use of computers, networks, and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. SPCS believes that the resources available through the internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the internet requires that the school establishes reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and internet services is a privilege, not a right. Students are required to comply with the Technology Acceptable Use Policy and this Agreement. Middle School students must also comply with the accompanying Chromebook Contract. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All St. Paul Catholic School Technology Program assets remain under the control, custody, and supervision of the school. The school reserves the right to monitor all technology program activity, including, but not limited to, computer and internet activity, by students. Students have no expectation of privacy in their use of the school technology program.

While reasonable precautions will be taken to supervise student use of the internet, St. Paul Catholic School and/or the Diocese of Pensacola-Tallahassee cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of SPCS policies/procedures and school rules. The school is not responsible for the accuracy or quality of information that students obtain through the internet.

The rules and guidelines set forth in this Agreement are intended to provide general guidelines and examples of prohibited uses of the SPCS Technology Program, but do not attempt to state all required or prohibited activities by users. Failure to comply with the SPCS Technology Program Acceptable Use Agreement and the rules/guidelines set forth in the document, may result in loss of computer and internet access privileges, disciplinary action and/or legal action.

### **A. Computer Use is a Privilege, Not a Right**

Student use of the school's computers, networks, and internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. SPCS Principal shall have final authority to decide whether a student's privileges will be denied or revoked.

### **B. Acceptable Use**

Student access to the school's technology program assets, including, but not limited to, computers, networks, and internet services, are provided for educational purposes and research consistent with the school's educational mission, curriculum, and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff members/volunteers when accessing the school's technology program assets.

### **C. Prohibited Use**

The user is responsible for his/her actions and activities involving the school technology program assets and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. **Accessing Inappropriate Materials** – accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying any defamatory, discriminating, sexually explicit, sexually suggestive, obscene, profane, threatening, harassing, illegal or other inappropriate material;
2. **Illegal Activities** – using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law;
3. **Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission;
4. **Plagiarism** – Representing as one's own work any materials obtained on the internet (such as term papers, articles, etc.). When internet sources are used in student work, the author, publisher, and website must be identified;
5. **Copying Software** – Copying or downloading software without the express authorization of the system administrator;
6. **Non-School-Related Uses** – Using the school's technology program assets for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
7. **Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
8. **Malicious Use/Vandalism** – Any malicious use, disruption or harm to the school's computers, networks, and internet services, including, but not limited to, hacking activities gaining unauthorized access to resources or entities, and creating/uploading of computer viruses; and
9. **Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

**D. No Expectation of Privacy**

The school retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by SPCS. The school reserves the right to monitor all computer and internet activity by students. Students have no expectations of privacy in their use of the technology program, including, but not limited to, e-mail and stored files.

**E. Compensation for Losses, Costs and/or Damages**

The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by SPCS related to violations of the Technology Acceptable Use Policy and/or these rules, including investigation of violations.

**F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use**

St. Paul Catholic School assumes no responsibility for any unauthorized charges made by students including, but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations. All unauthorized charges or fees resulting from use of the SPCS technology program will be the sole responsibility of the assigned registered user, and/or his/her parent or guardian, of the accessed technology program account.

**G. Student Security**

A student shall not reveal his/her full name, address or telephone number on the internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

**H. System Security**

The security of the school's technology program assets and internet services is a high priority. Any user who identifies a security problem must notify administration. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

**I. Network Etiquette.**

Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.
- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not post personal contact information, including names, home or school addresses, telephone numbers, or photographs, about themselves or others.
- Users shall respect the technology program's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the technology program to disrupt others.
- Users shall not read, modify, disperse, or delete data owned by others without owner's permission.

**J. Liability.**

SPCS makes no warranties for the technology program it provides. St. Paul Catholic School and/or The Diocese of Pensacola-Tallahassee shall not be responsible for any damages to the user from use of the technology program, including loss of data, non-delivery or missed delivery of information, or service interruptions. SPCS denies any responsibility for the accuracy or quality of information obtained through the technology program. The user agrees to indemnify St. Paul Catholic School and/or The Diocese of Pensacola-Tallahassee for any losses, costs or damages incurred by the School relating to or arising out of any violation of these procedures.

**K. Electronic Mail.**

The School's electronic mail system is owned and controlled by the School. SPCS may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool.

Electronic mail is not private. Students' electronic mail will be monitored. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

**L. Enforcement.**

Software will be installed on the school's computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of minors will be monitored. Any violation of these regulations shall result in loss of technology program privileges and may also result in appropriate disciplinary action, as determined by SPCS policy, or legal action.

**M. Games**

The viewing and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the technology program. Games that are "played" over the school network are not allowed. Games that include violence, adult content, inappropriate language, and/or weapons are not to be installed or "played" on school computers including the Chromebooks. Screensavers that include gaming components are not allowed.

**N. Parental Permission Required**

Students and their parent/guardian are required to sign and return the SPCS Technology Program Acceptable Use Agreement before using the School's technology program. Additionally, each middle school student and his/her parent/guardian must sign and return the Chromebook Contract before a Chromebook is assigned to him/her.

**Each student, and his or her parent/guardian, must sign this Agreement before being granted use of St. Paul Catholic School's Technology Program. Read this Agreement carefully before signing. If you have any questions about this agreement, please contact the SPCS principal.**

**Student Agreement Section:**

I understand and agree to abide by St. Paul Catholic School's Technology Program Acceptable Use Agreement. I understand that SPCS may access and monitor my use of the technology program, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that if I should violate any part of the Acceptable Use Policy or Regulation, my technology program privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Name (Printed) \_\_\_\_\_

**Parent/Guardian Agreement Section:**

I have read the St. Paul Catholic School Technology Program Acceptable Use Agreement. I understand that access to the technology program is intended for educational purposes and that St. Paul Catholic School has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School to restrict access to all inappropriate material, and I will not hold the School responsible for information acquired with the technology program.

I have discussed the terms of this agreement, policy and regulation with my student. I understand that violation of the policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action.

I grant permission for my son/daughter to use the technology program and for St. Paul Catholic School to issue an account for him/her.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name (Printed) \_\_\_\_\_