

Saint Hilary School Technology Agreement and Acceptable Use Policy

Saint Hilary School students will be provided with a computer for their school use. The computer is an extremely useful tool that when properly used can truly enhance learning. Though the computer can be used for many purposes, you must remember that its main purpose is as a learning tool. In order to ensure that you get the most out of your computer, we ask you to read this carefully and observe the guidelines and policies it describes.

The school's information technology resources, including email and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources. Students must:

1. Respect and protect the privacy of others.

- Use only assigned accounts.
- Do not view, use, or copy passwords, data, or networks to which they are not authorized.
- Do not distribute private information about others or themselves.

2. Respect and protect the integrity, availability, and security of all electronic resources.

- Observe all network security practices, as posted.
- Report security risks or violations to a teacher or network administrator.
- Do not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
- Conserve, protect, and share these resources with other students and Internet users.

3. Respect and protect the intellectual property of others.

- Do not infringe copyrights (no making illegal copies of pictures, music, games, or movies).
- Do not plagiarize (Plagiarism is the "use or close imitation of the language and thoughts of another author and the representation of them as one's own original work").

4. Respect and practice the principles of community.

- Communicate only in ways that are kind and respectful.
- Report threatening or discomfoting materials to a teacher.
- Do not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
- Do not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
- Do not use the resources to further other acts that are criminal or violate the school's code of conduct.
- Do not send spam, chain letters, or other mass unsolicited mailings.
- Do not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accordance with the policy above:

1. Design and post web pages and other material from school resources.
2. Use direct communications such as online chat, or instant messaging with a teacher's permission.
3. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
4. Use the resources for any educational purpose.

Communicating with others over the internet is very much like communicating with people in person. You must be respectful of others at all times, and you can expect them to be respectful of you in return. These are basic rules of communication to follow.

Students will:

- Use clear and precise language whenever possible.
- Treat others as you'd like to be treated.
- Be polite and courteous, whether you are writing to a friend or to a teacher.
- Keep your emails brief and to the point.
- Respond to emails promptly to assure that information gets to where it needs to go.
- Let an adult know immediately if you see something inappropriate on a web page, email, or other technology resource.

Students will not:

- Use slang or swear words or Instant Message speak.
- Include any explicit sexual content in your writings.
- Be rude or aggressive towards others.
- Send others offensive files or messages.
- Use the Saint Hilary School School email account as a means of resolving a personal feud.

Remember that all email can be read by the technology team and administration. Don't write anything you'd be afraid to show your parents or teachers.

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Damage done to technology equipment provided students that occurs as a result will result in the family covering the cost of repairs and/or replacement of equipment. The average cost is \$20 for a damaged case, \$200 for a screen replacement and \$550 for the replacement of an iPad. Damage is expected to be reported to the teacher within 24 hours.

Supervision and Monitoring: School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Use of the computers at school, email and other account information is a privilege, not a right, and you must try your best to follow the rules identified above. Significant consequences will result if students do not follow this Acceptable Use Policy.



By signing below, I acknowledge that my child and I have read and agree to the Saint Hilary School Computer Use policies. I also acknowledge that Saint Hilary School School will provide my child with a Google Email Account. I further acknowledge that other web accounts may be set up for educational purposes, and that my student(s) will use due care in following data and identity safeguards established by the school.

Student

Date

Parent

Date

PARENTS: PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.

THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR STUDENT USE OF COMPUTERS AT HOME.