

# ACCEPTABLE USE POLICY FORM FOR TECHNOLOGY

Student/Parent

## DIOCESE OF WHEELING-CHARLESTON

Catholic schools in the Diocese of Wheeling-Charleston make every effort to provide a safe environment for teaching and learning with technology. The use of technology by students, faculty and staff is a privilege not a right. The students, faculty, staff and entire school community are granted the privilege of using the hardware and software, peripherals, technology devices and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below. It should be understood that the use of these technologies will be monitored by the school administration and should not be confused with private home use. The guidelines provided in this document outline the responsibilities that are associated with the use of technology. There is no expectation of privacy for use of Diocesan technology and the Diocese reserves the right to monitor all electronic communications and devices to insure that activity is consistent with these policies.

### TECHNOLOGY USE GUIDELINES

- **Educational Purpose/Appropriate Use:** The use of all technology including Internet access at schools for all faculty, staff, and students is provided solely for educational purposes to enhance teaching and learning. Students are not permitted to access social networking sites, gaming sites or other inappropriate sites, except for educational purposes under teacher supervision.
- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights and intellectual property of others in accordance with federal copyright laws. Reproducing copyrighted material without express permission of the owner is a violation of Federal Law.
- **Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employed only on school sanctioned means of communication. School sanctioned communications methods include, but are not

limited to: school web pages, school email, school phone numbers, and educationally focused networking sites.

- **Electronic and Mobile Devices:** Use of any technology device in our schools must have an educational focus. Users must adhere to local school policy regarding the use of electronic devices including, but not limited to, mobile devices, calculators, gaming devices, cellular phones, and digital and video cameras. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.
- **Online Publishing:** Users are not permitted to use a photograph, image, video or likeness of any student, or employee without the express permission of that individual and of the principal. Users must not use school equipment to create any site, including wikis and blogs, without express permission of the principal. Maintaining or posting material to a Web site that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, is a violation of the Acceptable Use Policy and subject to disciplinary action.
- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Administrative Rights:** The school has the right to monitor students, faculty/staff, and volunteers' use of school technology and all content accessed through technology.

## **STUDENT RESPONSIBILITIES**

Students will be responsible for their use of technology and follow the following guidelines.

- I will follow the rules of network etiquette, which include, but are not limited to, the use of appropriate language and polite responses.
- I recognize that software is protected by copyright laws; therefore, I will not make copies of copyrighted software and I will not give, lend, or sell copies of such software to others.
- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others. I will not share my password with anyone else and I will not use another person's account.
- I will not access, retrieve or send unethical, illegal, immoral, sexually explicit inappropriate or unacceptable information of any type.

- I will protect my personal information and I will not divulge my home address, phone number, passwords, and personal information to another user for any purpose.
- I understand that information received and sent online is public information, unless otherwise specified.
- I will follow my school's procedures for the storage of information.
- I will not plagiarize information received in any form.
- I will respect my school's network and all security measures that are in place. I will not attempt to bypass the security built into the system, and I recognize that doing so will result in immediate loss of Internet and/or online services privileges.
- I will act in a responsible, moral manner when using technology.

### **CONSEQUENCES FOR IMPROPER USE**

St. Vincent de Paul Parish School will not be held responsible for any inappropriate use of technology. Violations of this agreement may result in disciplinary action including, but not limited to: revocation of a student's access to school technology, suspension, and/or expulsion.

SCHOOL St. Vincent de Paul Parish School  
 SCHOOL YEAR 2013-14

### Technology Acceptable Use Contract

#### STUDENT

I understand that when I am using the Internet or any technology device, I must follow all rules of courtesy, etiquette, and proper use of technology. I understand my responsibility as a student user. I have read the above rules and realize that any infraction may cancel my user privileges and may result in further disciplinary action. I understand I have no expectation of privacy in the use of school based technology.

My signature below and that of my parent(s) or guardian(s) means that I agree to follow the guidelines of the Acceptable Use Policy for Technology for the Catholic Schools in the Diocese of Wheeling-Charleston.

**Student's Printed Name** \_\_\_\_\_

**Student's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

#### PARENT OR GUARDIAN

**We ask that you review this policy with your child and sign below.**

As the parent /guardian of \_\_\_\_\_ (student's name)

I have read the Acceptable Use Policy for Technology and have discussed this with my son/daughter. I understand that technology access is for educational purposes only and my son/daughter is responsible for its proper use. I understand that the teacher cannot be held responsible for intentional infractions of the above rules by my son/daughter.

Parent/Guardian Printed Name \_\_\_\_\_

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

Date \_\_\_\_\_