

St. Bernard School
2017-2018 Acceptable Use Policy for Electronic Information Resources

Each member of the St. Bernard School community who utilizes its computer system and other electronic devices will be instructed in the proper use of the network. All students or parents using the school's network or computing resources must comply with the appropriate rules for that network or resource. Therefore, each student (and his/her parent or guardian) must read and sign this agreement before the student will be allowed to use the school's computer system and electronic information resources.

I agree to follow these rules in all of my work with St. Bernard School's computer system while attending St. Bernard School:

1. I will not use the computer resources for non-academic purposes. The use of the school's computer system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school.
2. I will take care of the school's electronic equipment. I will keep my work area clean and will not eat or drink around any electronic equipment in the classrooms or media center. I will not waste (or use without permission) supplies such as printer paper, ink or toner. I will treat all equipment with respect and care.
3. I will not do anything that may disrupt or damage the school's computer system or electronic resources. I will not bring in, or allow online access to, materials or websites that I believe may contain viruses. I understand that I will not be allowed to use software or games from home on our school's computer system and I may not download any games or applications from the Internet because this may put the school's computer system at risk.
4. I will respect the copyright and licensure of all software and applications used by the school. I will not share copies of school-licensed software with others or use it outside of the school building, as this violates its license. Only teachers will download software or applications for use in the school, as all programs used by the students must first be approved by the administration and be properly licensed.
5. I will respect the creative work of others. I will not plagiarize, or copy in any way, content or ideas which are not my own work. This includes copying text from the Internet or other written sources, or copying work from other students' files. I understand that plagiarism has serious consequences, and as such the students in our school have been taught since the elementary grades how to properly paraphrase, quote, and give credit to words or ideas gathered from proper research.
6. I will respect the digital privacy of others. I will not attempt to access the files of other users on the network. I will not copy, read, use, or change files from another user unless given prior permission from that user and a teacher. I will not attempt to gain unauthorized access to the school's network, as this puts all digital users at risk.

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7. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations.
8. I will not use the school's computer systems and electronic resources to disturb or harass others. I will not use the school's systems to spread falsehoods or defamatory statements. I understand that any actions that may be interpreted as cyberbullying will be dealt with seriously.
9. I will not use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer systems and electronic resources.
10. I will follow all of the school's rules and guidelines for Internet safety. I will only use websites that have been approved by my teacher and the school. If at any time while I am on the Internet, I receive or view any message which I feel is inappropriate or which makes me feel uncomfortable, I will immediately tell a teacher. I will not participate in any form of open chat or discussion online. I will not reveal my personal information (name, age, school, home address, or phone number) or that of other students, teachers, or staff members while online. I will not agree to meet anyone that I have met online without my parents' permission, and I will always consult a trusted adult before making any decision regarding my online safety.
11. I will not use the school's computer system or electronic resources to engage in any illegal or unethical acts. I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I will not plagiarize or violate copyrights. I will not transmit any material in violation of any U.S. or state regulation or use the school's computer system for commercial or political activities.
12. I will not use the school's computer system for personal use, including checking my personal e-mail account or using social networking sites.
13. I understand that I have no expectation of privacy in my use of school computers. I understand that school officials may search and examine my use of all electronic resources at any time, and without notice.
14. Parents must realize that despite web filtering, their child may encounter material on a network that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

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15. Students are allowed to bring from home their own tablets or e-reader devices*. These include devices such as a Kindle, Nook, iPad, or Android/Windows tablet. (This does not include smaller, hand-held devices such as iPods or cell phones.) With appropriate permission from a parent and teacher, these devices may be used for classroom note-taking or reading. However, students must use these devices in accordance with this policy:

- These devices are to be used **only** for prescribed instructional purposes (such as note-taking) and/or reading of school-appropriate material (books, periodicals, etc.) at prescribed times.
- These devices must be used at appropriate times in accordance with teacher instructions. The e-Reader or tablet must not be a distraction for the student or those around him/her and should not be a source of any classroom disruption.
- Independent use of e-Readers is permitted only during supervised silent sustained reading (SSR) time and may not interfere with classroom instruction or the completion of a student's assigned work.
- These devices are not to be used for purposes such as communication, entertainment, Internet surfing, music, gaming, picture/video taking, and other non-academic purposes.
- All devices must have cellular capabilities disabled (turned off) while the device is at school.
- All devices must have the volume turned off so as not to disrupt other students or teachers. Headphones (or earbuds) are now a part of each student's school supply list, and should be used when sound is permitted when running applications authorized by the teacher (such as read-aloud books for younger students.)
- Students are responsible for knowing how to properly and effectively use their devices, and their use should not be a burden for teachers.
- Students use these devices at their own risk. St. Bernard School is not responsible for lost or damaged equipment.
- These devices must come to school fully charged, as students will not be permitted to plug in or charge their devices at school.
- St. Bernard School discipline policy applies to the use of these devices as is appropriate.
- Students who violate any portion of this policy may immediately lose the privilege of utilizing their devices at school.

*Please note that a separate policy applies to our one-to-one tablet program in junior high.

16. The use of cell phones (including iPods and other personal communication devices) is prohibited during the school day, as outlined in the student handbook.

17. The use of the school's computer system and electronic resources is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

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Please note:

**This page has been left blank on purpose so the signature sheet can be separated from the policy itself.
The signature page must be returned to school; the policy should be kept at home for reference.**

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***** Signature Page *****

After reading the Acceptable Use Policy on the preceding pages, parents and students must sign this agreement and return it to the school. **Please return THIS PAGE ONLY to the school!** Families should keep the agreement itself at home so they can refer to it in case of questions throughout the school year. Please note that only ONE copy of this page needs to be returned for each family, as long as each child signs below (use the back if more space is needed.)

I have read, understand and agree to all of the items in this policy.

Student #1: Printed Name: _____ Grade: _____

Signature: _____ Date: _____

Student #2: Printed Name: _____ Grade: _____

Signature: _____ Date: _____

As parent/legal guardian of the student signing above, I have read and agree to the rules and code of ethics as stated in this policy. I agree that my child has permission to use a personal e-reader/tablet device if I have given permission for it to be brought to school and used with teacher approval. I understand that this device may access school networks and will be scanned with anti-virus software. I grant permission for my child to use the school's computer system to access the Internet and to use electronic mail as needed for educational activities. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless St. Bernard School and employees of the school system for any misuse of access to the computer services networks that my child commits. I understand that once signed this agreement is legally binding on me.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

(Please print)

Street Address: _____

Telephone: _____ E-mail Address: _____