



St. Matthew School
Acceptable Use Policy for Technology Agreement
 For Middle School Students

St. Matthew School believes that all students should have access to technology. It is expected that they use all technology in a responsible, courteous, and ethical manner. Internet access and other online services offer an opportunity for students to access global resources and interact globally. Therefore, St. Matthew School provides the use of computer devices and Internet access for educational development of our students. In order for the students to use the computers and access the Internet, parents must give their permission.

The following guidelines have been developed for our students and staff to help them make appropriate decisions where technology is concerned. Hardware, software, Internet, and network access are provided at St. Matthew School for **EDUCATION USE ONLY**. It is provided to students who act in a responsible and considerate manner. Access entails responsibility and is a privilege; it can be denied at any time.

HARDWARE / SOFTWARE

- Students understand that the SMS computers, tablets, laptops, and other electronic devices are the school's property and must be treated as such. Damaged computer hardware, software or related equipment may result in monetary compensation from the student or family.
- Students may not make copies of software found on school computers.
- **Computer settings, preferences, or options may not be altered on any school computers.** This includes changing the hardware configuration, desktop theme, desktop picture, screen saver, mouse settings, software preferences, and anything else that results in a change in the laptop or computer different from how it was originally configured.

PRIVACY AND ACCESS

- Students must not share their passwords with anyone else or try to learn others' passwords.
- Students may access only their own files. These files are not private and teachers may see them at any time.
- Respect copyright laws: Do not copy materials without permission. Be sure to tell where you found your information and cite your resources.
- Students may not download or store any files permanently on the hard drive of any school computer without a teacher's permission. Storage may be done on the school server and/or students' jump/flash drives and will be by teacher permission.
- Students may not gain unauthorized access to system programs or computer equipment.

INTERNET, SOCIAL NETWORKS, AND EMAIL

- Students must not give out personal information.
- Students should report any messages that are inappropriate or cause them to feel uncomfortable.
- Students may not visit offensive or inappropriate sites. St. Matthew School has taken precautions to restrict access to controversial information. However, these precautions are not guaranteed and it is impossible to control all information on the Internet.
- If a student accidentally accesses inappropriate material, he / she must notify a teacher immediately.
- Teachers will guide students toward appropriate Internet content in school.

- Students may not post to any social network (Facebook, for example), participate in chat rooms, engage in instant messaging, or upload on the Internet - any pictures with other students from school events – without permission.
- The school does not make warranties of any kind, expressed or implied, for the service it is providing. Therefore, students are responsible for evaluating the reliability and accuracy of information found on the Internet.
- Students may not participate in any kind of vandalism, such as maliciously attempting to harm or destroy another person’s data or creating or uploading computer viruses.
- St. Matthew School has a strict policy regarding **cyber bullying**. We follow Archdiocesan and Washington state guidelines regarding technology related conduct. Please refer to the Family Handbook for more specific information.
 - **Cyber bullying** may include
 - Threatening phone calls and emails.
 - Harassment or spreading of rumors via text messages, emails, social networking websites or instant messaging.
 - Invasive picture posting.

PRINTING

- School printers are to be used ONLY for student documents and projects.
- Printing web pages is not allowed.
- Permission must be given to print any other kinds of documents.

PERSONAL DEVICES – Cell phones, iPads, iTouches, Tablets, and other electronic devices.

Please refer to the Family Handbook for St. Matthew School’s policies. An Addendum to this AUP form will be issued within the next two weeks regarding use of personal devices during the school day for school purposes.

COMPLIANCE

Students are expected to follow the *Acceptable Use Policy* and all rules associated with it. Violations may result in serious consequences such as detention and / or loss of privileges.

PARENT AND STUDENT SIGNATURES

I understand and will abide by the above *Acceptable Use Policy Agreement*. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

We agree with the terms set forth in the *St. Matthew School Acceptable Use Policy for Technology Agreement*. All parents and students who attend St. Matthew School must sign and return this form. **Access to the Internet and computers (desktop or laptop) use will be allowed only when this form is signed and returned.**

PLEASE PRINT

Student Name

Date

Parent Signature

Date