



Student and Parent Must Complete

Saint Mary's Schools PreK-12

50 Richland Street
Worcester, MA 01610

(508) 753-1170

www.stmarysworcester.org

Computer/Network/ Internet/ Printer Acceptable Use Policy 2018-2019

The use of computer equipment is a privilege; users should take personal responsibility for their behavior. It is expected that St. Mary's Schools users:

- Will protect the privacy of other computer users' areas by not trying to learn their passwords or copy, change, read or use another person's files.
- Will not attempt to gain unauthorized access to system programs or computer equipment and will not use computer systems to disturb or harass other computer users by sending unwanted mail or by other means.
- E-mail must be restricted to messages appropriate to school curriculum and activities.
- Will not attempt to log in to the system as a system administrator.
- Will use all computer equipment to meet instructional objectives.
- Will not use the network for financial gain or for any commercial or illegal activity.
- Will not attempt to bypass security systems on computer workstations or servers.
- Will not maliciously attempt to harm or destroy data of another user, or data that resides anywhere on the St. Mary's School network or on the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
- Will not waste paper or toner in printers. Students may only print materials that will be used for academic purposes.
- Will use Google Apps for education for educational purposes.

Penalty for Violation of Responsibilities

If users violate any part of this policy or engage in any other activity which school authorities deem inappropriate, they will be subject to disciplinary action consistent with due process procedures. Discipline could include, but would not be limited to, the immediate suspension or termination of Internet access and/or computer privileges and/or legal prosecution, if applicable. Parents will be notified of violations of this policy in writing, including any disciplinary action to be taken, requiring their acknowledgment. Any violation of law will be reported to the appropriate authority.

Rights and Responsibilities of St. Mary's Schools

For the purpose of this policy, user means any person authorized to access the schools' computer systems or networks including, but not limited to, the Internet. The Internet is supplied for use on an "as is, as available" basis. St. Mary's Schools do not imply or expressly warrant that any information accessed will be valuable or fit for a particular purpose or that the system will operate error-free. St. Mary's Schools are not responsible for the integrity of information accessed. St. Mary's Schools will not be responsible for any liability or expense incurred in connection with use of the system. Users agree to indemnify the school for any expenses, including legal fees, arising from use of the system in violation of this agreement. The system administrators reserve the right to refuse posting of files and to remove files. The system administrators further reserve the right to immediately terminate the account or access of a user who misuses the network resources.

Internet Policy

The Internet allows students and teachers access to a wealth of information and research materials and offers vast, diverse, and unique resources. Teachers and staff are encouraged to integrate educationally appropriate resources available on the internet into their curricula. The schools' goal in providing this service is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Internet Guidelines: The use of the Internet is a privilege; users shall take personal responsibility for their behavior while on-line. It is expected that St. Mary's Schools users will conduct their Internet activities under the following guidelines:

1. All use of school resources to access the Internet shall be in support of and consistent with the educational objectives of St. Mary's Schools.
2. Transmitting any material in violation of any U.S. or state regulation or school policy is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material.
3. Hate mail, harassment, discriminatory remarks and other antisocial behaviors are unacceptable in Internet communication including, but not limited to, posting, downloading and printing.
4. Students may not use social networking sites or instant messaging.
5. All information accessible via the Internet shall be assumed to be private property and subject to copyright laws.
6. Users have a responsibility to respect the privacy and property of other users. Users shall not intentionally seek information about, obtain copies of, or modify files, data or passwords of other users.
7. For their own safety, users shall not reveal any personal information regarding themselves or others, such as addresses or phone numbers on the Internet.
8. Employing the Internet for any commercial purposes not formally approved of is prohibited.
9. Users shall not expect that files stored and/or messages processed (e-mail) on school servers will always be private. School and network administrators may review files and communications to maintain system integrity and to ensure that the network is being used responsibly.
10. The supervising teacher/adult has the right to limit access.
11. Use of the Internet to purchase goods and/or services is prohibited.
12. All downloaded files must be screened for viruses, following established procedures, before they can be executed on school computers and/or servers.
13. Google email and apps accounts are the property of St. Mary's Schools. School email is intended for only educational purposes. Administrators can read student's emails at any time without consent. Emails are not to be linked to any personal social networking accounts. Emails may be deactivated over summer and vacation times.

Student Name: _____ **Grade:** _____

Student Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____