



ACCEPTABLE USE POLICY & CONTRACT FOR COMPUTER, ELECTRONIC MEDIA DEVICE & INTERNET USE

PERMISSION

I agree to get prior permission from the teacher or staff member in charge each time I want to use any computer or electronic media device (EMD). I will not use any device unless a teacher or staff member is available to monitor my use.

SIGNING UP

I agree to follow all of the rules and procedures that are set out for use of the computers or EMDs at Our Lady of the Lake Catholic Elementary School. I understand and agree that the use of all technology resources is a privilege, and not a right. If I do not follow the rules and procedures set forth in this document, I may forfeit my ability to use some or all of the computer hardware, software and EMDs at the school.

SETTINGS

I agree to use the computers and EMDs the way they are set up, without changing any of the settings while I am using it, or at the time of leaving it.

PROGRAMS & APPLICATIONS

I will use only the programs and applications that are already on the computer or EMD. I understand that the school makes all decisions concerning software and applications to purchase and install on the computers and devices. This means that I will not download or install any programs from other computer media, such as the Internet, or any storage device, etc. To prevent the unintentional spread of computer viruses, I agree that any external storage device used on school computers will not be taken home, and devices from home may not be used in school computers. I agree not to download material from the Internet onto the hard drive of the computer, or onto any external storage device. I understand that these computers and EMDs are for community use; so I agree that the program default settings and the program codes of any non-data files are not to be deleted or changed in any manner. This includes association.

APPROPRIATE IMAGES ON THE COMPUTERS & EMDs

I agree that new avatars, screen savers, backgrounds, and/or wallpaper files are not to be made, downloaded, uploaded, or installed without official permission from the teacher or staff member in charge. Default settings are the only settings to be used unless I have written and signed permission from a staff member that allows specific changes to be made. Images from the Internet are not appropriate screen savers, backgrounds, or wallpapers for public machines and I agree not to download them or install them on any device.

SECURITY

Security measures are included in the software on our computers, servers and EMDs. I agree that these measures make it more likely that our computers work well and retain their usefulness and attractiveness. Therefore, I will do my best to cooperate with the established security measures. This means I will not access restricted files, change or damage file systems, or change the associations or existing files on our computers. I promise not to circumvent security measures installed on the computers or EMDs, including filters and passwords, **nor will I put my own non-school assigned password at any time on the school computers or devices. I understand that any passwords which are required for approved websites and/or applications will be assigned and monitored by the school.**

OFFICIAL SCHOOL ON-LINE PUBLICATIONS

I understand that Internet postings of any official school publications will be made exclusively to the Our Lady of the Lake Catholic Schools website. All postings will be made with administrative approval. Students' last names, as they appear in such publications will be deleted prior to posting on the website.

PROPER USE OF THE INTERNET

The school recognizes that the Internet has great potential when properly used but also great potential for misuse. We, as users of the Internet at Our Lady of the Lake Elementary School, choose to restrict our usage to those sites, pages, and interactive environments (including chats) which:

- Use language of which we can be proud. I agree to stay off sites, pages, and/or chats that use foul, inappropriate, or suggestive language.
- Show images that are appropriate to a Catholic elementary school. I agree not to access sites, pages, or chats that depict immoral behavior.
- Maintain our Catholic beliefs and practices. I understand that sites, pages, and chats that contradict articles of faith and morals taught by the Catholic Church are not appropriate destinations and I agree not to access them.
- Are respectful of people's differences. Prejudices against certain races, genders, national origins, or disabilities are unacceptable for all of us, and I agree that such activities are morally wrong on-line or off. We do not need this material on our devices and I will not put it there by accessing it.
- Are age-appropriate to all of our students from Preschool to 5th grades. I agree not to use sites, apps, pages, or chats that are designated for individuals 18 years or older. I recognize these machines are used by many younger students, and that the history logs of these machines should not contain material harmful to other students. I am responsible for caring about them.
- I agree that I will only use the Internet when under the direct supervision of a teacher or staff member.
- I understand that information found on the Internet and used in student reports, etc., must be credited to the source. Copying information, including images, and other media, from the Internet without crediting the source is plagiarism.
- To protect myself and other students, I will not include, in any of my Internet activities, my name, picture, address, phone number, school name or location, schedules, passwords, or any other personal information. I will get written permission from the teacher or staff member responsible for the project for any exceptions.
- I understand that I may not establish personal e-mail accounts, enable instant messaging, retrieve personal e-mail from an existing account, or establish or access personal social media accounts.
- I understand that any passwords which are required for approved websites and/or applications will be assigned and monitored by the school.

FOR YOUR PROTECTION

I understand that it is possible to violate federal, state, and local laws by using a computer or EMD, and I do not want to be personally responsible for such illegal usage, nor would I like it associated with my school. Duplication of copyrighted software is prohibited unless specifically allowed in the license agreement. I promise that all my computer and online activities will be legal and moral.

UPON READING THIS DOCUMENT

THIS CONTRACT IS VALID FOR THE ENTIRE TIME I AM A STUDENT AT OUR LADY OF THE LAKE ELEMENTARY SCHOOL. I understand I will be given permission to use the computers and EMDs in our school system as long as I adhere to the rules and expectations in this document. If, at any time, I violate my agreements, I will be held responsible for my change in behavior toward the equipment. Violations of this trust will result in the loss of my computer and EMD privileges, and Internet access, as well as the loss of other privileges at Our Lady of the Lake Elementary School, and/or administrative action including suspension.