



Computer Acceptable Use Policy

All students and parents must read and sign this document, and return it to the HOMEROOM TEACHER, before students will have access to school computers.

Purpose and Use:

The computers at St. Kevin School are provided for educational purposes. With Internet access in the computer room, the library and all classes through the school-wide network, we have the capability for many educational activities and the possibility for misuse.

Responsibilities:

1. Students may touch only the computer(s) assigned to him/her.
2. No food or drink will be brought into the computer room or be near the computer tables in the classrooms.
3. Students will have clean hands when using the computer.
4. Students will not turn off a computer unless instructed to do so.
5. School computers will be used to complete teacher-assigned work. Students must get teacher approval for any other use.
6. Students will open only their own files, or ones they have permission to open.
7. Anything on student monitors in school should be appropriate for teacher viewing.
8. Students agree not to produce any information that infringes on or violates the rights of any other person, such as bullying, name calling, or gossip.
9. Students will not enter the control panel or make any changes to the desktop without the **computer teacher's** approval.
10. Students may not print anything without permission of the classroom teacher, to reduce expenses and unnecessary wear on printers.
11. Students will ask permission of the computer teacher, and will perform a virus scan, before using a disk, CD, or USB device from home.
12. Students will ask permission of a teacher before going on line.

13. Students will not install, upload or download anything on school computers without the **computer teacher's** consent.

14. Students will observe copyright laws by not copying any copyrighted material onto the school network without owner permission.

15. Students will not knowingly go to any site on the Internet that is not appropriate and will report immediately, to the teacher only, any inappropriate site. (*Using the net without a teacher- assigned objective will not be allowed.*)

16. Any student who feels that he or she can identify a security problem on the school network must notify the **computer teacher**, and not demonstrate the problem to others.

17. Students agree never to do the following at school: enter chat rooms, use instant messaging, visit web logs such as MySpace.com, or retrieve home e-mail.

UPPER portion must be kept in student's computer folder (Gr. 3-8)

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Cut at double line above, and return LOWER portion to HOMEROOM TEACHER.

I have read the responsibilities of students' computer use and agree to them. Failure to use the computer responsibly will result in the loss of computer privileges.

Signed: Student _____ Homeroom _____ Date _____
Parent/guardian _____ Date _____

Internet Safety Issues

St. Kevin School does not have control of the information on the Internet, although it attempts to provide prudent barriers. Some sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or potentially offensive to some people.

St. Kevin School believes that the benefits of Internet access, in information resources and opportunities for collaboration, far exceed any disadvantages. Ultimately, the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their children should follow. Therefore the school respects and supports each family's right to decide whether or not to apply for St. Kevin School Network and Internet access.

If you specifically do NOT give your child permission to use the Internet at St. Kevin School, please sign on the line provided below.

I do **NOT** give my child _____ permission to use the Internet at St. Kevin School.

Parent/guardian _____ Date _____