

ACCEPTABLE USE AGREEMENT

2018-2019

Saint Mary Catholic School provides a technology program which includes use of computers, networks, and internet access to support the educational mission of the school and to enhance the curriculum and learning opportunities for students and school staff. SMCS believes that the resources available through the internet are of significant value in the learning process and preparing students for future success. At the same time, the unregulated availability of information and communication on the internet requires that the school establishes reasonable controls for lawful, efficient, and appropriate use of this technology.

Student use of school computers, networks, and internet services is a privilege, not a right. Students are required to comply with the Technology Acceptable Use Policy and this Agreement. Middle School students must also comply with the accompanying Dell Contract. Students who violate the policy and/or rules may have their computer privileges revoked and may also be subject to further disciplinary and/or legal action.

All Saint Mary Catholic School Technology Program assets remain under the control, custody, and supervision of the school. The school reserves the right to monitor all technology program activity, including, but not limited to, computer and internet activity, by students. Students have no expectation of privacy in their use of the school technology program.

While reasonable precautions will be taken to supervise student use of the internet, Saint Mary Catholic School and/or the Diocese of Pensacola-Tallahassee cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communication with persons outside of the school in violation of SMCS policies/procedures and school rules. The school is not responsible for the accuracy or quality of information that students obtain through the internet.

The rules and guidelines set forth in this Agreement are intended to provide general guidelines and examples of prohibited uses of the SMCS Technology Program, but do not attempt to state all required or prohibited activities by users. Failure to comply with the SMCS Technology Program Acceptable Use Agreement and the rules/guidelines set forth in the document, may result in loss of computer and internet access privileges, disciplinary action and/or legal action.

A. Computer Use is a Privilege, Not a Right

Student use of the school's computers, networks, and internet services is a privilege, not a right.

Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. SMCS Principal shall have final authority to decide whether a student's privileges will be denied or revoked.

B. Acceptable Use

Student access to the school's technology program assets, including, but not limited to, computers, networks, and internet services, are provided for educational purposes and research

consistent with the school's educational mission, curriculum, and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff members/volunteers when accessing the school's technology program assets.

C. Prohibited Use

The user is responsible for his/her actions and activities involving the school technology program assets and for his/her computer files, passwords, and accounts. Examples of unacceptable uses that are expressly prohibited include, but are not limited to, the following:

1. Accessing Inappropriate Materials – accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying any defamatory, discriminating, sexually explicit, sexually suggestive, obscene, profane, threatening, harassing, illegal or other inappropriate material;
2. Illegal Activities – using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any federal, state or local law;
3. Violating Copyrights – Copying or downloading copyrighted materials without the owner's Permission;
4. Plagiarism – Representing as one's own work any materials obtained on the internet (such as term papers, articles, etc.). When internet sources are used in student work, the author, publisher, and website must be identified;
5. Answer keys on-line – Use of answer keys found on-line will be considered cheating and result in a disciplinary referral.
6. Copying Software – Copying or downloading software without the express authorization of the system administrator;
7. Non-School-Related Uses – Using the school's technology program assets for non-school related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use;
8. Misuse of Passwords/Unauthorized Access – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts;
9. Malicious Use/Vandalism – Any malicious use, disruption or harm to the school's computers, networks, and internet services, including, but not limited to, hacking activities gaining unauthorized access to resources or entities, and creating/uploading of computer viruses; and

10. Unauthorized Access to Chat Rooms/News Groups – Accessing chat rooms or news groups without specific authorization from the supervising teacher.

D. No Expectation of Privacy

The school retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by SMCS. The school reserves the right to monitor all computer and internet activity by students. Students have no expectations of privacy in their use of the technology program, including, but not limited to, e-mail and stored files.

E. Compensation for Losses, Costs and/or Damages

The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by SMCS related to violations of the Technology Acceptable Use Policy and/or these rules, including investigation of violations.

F. School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use

Saint Mary Catholic School assumes no responsibility for any unauthorized charges made by students including, but not limited to, credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations. All unauthorized charges or fees resulting from use of the SMCS technology program will be the sole responsibility of the assigned registered user, and/or his/her parent or guardian, of the accessed technology program account.

G. Student Security

A student shall not reveal his/her full name, address or telephone number on the internet without prior permission from a supervising teacher. Students should never meet people they have contacted through the internet without parental permission. Students should inform their supervising teacher if they access information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

H. System Security

The security of the school's technology program assets and internet services is a high priority. Any user who identifies a security problem must notify administration. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action.

I. Network Etiquette.

Each user is expected to abide by generally accepted rules of etiquette, including the following:

- Be polite.
- Users shall not forge, intercept or interfere with electronic mail messages.

- Use appropriate language. The use of obscene, lewd, profane, threatening or disrespectful language is prohibited.
- Users shall not post personal contact information, including names, home or school addresses, telephone numbers, or photographs, about themselves or others.
- Users shall respect the technology program's resource limits.
- Users shall not post chain letters or download large files.
- Users shall not use the technology program to disrupt others.
- Users shall not read, modify, disperse, or delete data owned by others without owner's permission.

J. Liability.

SMCS makes no warranties for the technology program it provides. Saint Mary Catholic School and/or The Diocese of Pensacola-Tallahassee shall not be responsible for any damages to the user from use of the technology program, including loss of data, non-delivery or missed delivery of information, or service interruptions. SMCS denies any responsibility for the accuracy or quality of information obtained through the technology program. The user agrees to indemnify Saint Mary Catholic School and/or The Diocese of Pensacola-Tallahassee for any losses, costs or damages incurred by the School relating to or arising out of any violation of these procedures.

K. Electronic Mail.

The School's electronic mail system is owned and controlled by the School. SMCS may provide electronic mail to aid students and staff in fulfilling their duties and as an education tool. Electronic mail is not private. Students' electronic mail will be monitored. Unauthorized access to an electronic mail account by any student or employee is prohibited. Users shall be held personally liable for the content of any electronic message they create. Downloading any file attached to an electronic message is prohibited unless the user is certain of that message's authenticity and the nature of the file.

L. Enforcement.

Software will be installed on the school's computers having internet access to filter or block internet access through such computers to child pornography and obscenity. The online activities of minors will be monitored. Any violation of these regulations shall result in loss of technology program privileges and may also result in appropriate disciplinary action, as determined by SMCS policy, or legal action.

M. Games

The viewing and/or playing of electronic games is not permitted during school hours except as part of an assigned, in-class activity. The school reserves the right to remove any game from a

school computer that is considered inappropriate or impedes the educational purpose of the technology program. Games that are “played” over the school network are not allowed. Games that include violence, adult content, inappropriate language, and/or weapons are not to be installed or “played” on school computers including the Dells. Screensavers that include gaming components are not allowed.

N. Parental Permission Required

Students and their parent/guardian are required to sign and return the SMCS Technology Program Acceptable Use Agreement before using the School’s technology program. Additionally, each middle school student and his/her parent/guardian must sign and return the Dell Contract before a Dell is assigned to him/her.

Each student, and his or her parent/guardian, must sign this Agreement before being granted use of St. Mary Catholic School’s Technology Program. Read this Agreement carefully before signing. If you have any questions about this agreement, please contact the SMCS principal.

Student Agreement Section:

I understand and agree to abide by Saint Mary Catholic School’s Technology Program Acceptable Use Agreement. I understand that SMCS may access and monitor my use of the technology program, including my use of the internet, e-mail and downloaded material, without prior notice to me. I further understand that if I should violate any part of the Acceptable Use Policy or Regulation, my technology program privileges may be revoked and disciplinary action and/or legal action may be taken against me.

Student Signature _____ Date _____

Student Name (Printed) _____

Parent/Guardian Agreement Section:

I have read the Saint Mary Catholic School Technology Program Acceptable Use Agreement. I understand that access to the technology program is intended for educational purposes and that Saint Mary Catholic School has taken precautions to eliminate inappropriate material. I also recognize, however, that it is impossible for the School to restrict access to all inappropriate material, and I will not hold the School responsible for information acquired with the technology program.

I have discussed the terms of this agreement, policy and regulation with my student. I understand that violation of the policy and/or rules may result in the revocation of computer privileges and may also be subject to further disciplinary and/or legal action.

I grant permission for my son/daughter to use the technology program and for Saint Mary Catholic School to issue an account for him/her.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name (Printed) _____

Saint Mary Catholic School

Procedures and Information For 1:1 Dell Program 2018-2019

I. Brief Overview

A) The SMCS Middle School 1:1 Dell Program is designed to increase technology use to promote educational excellence by facilitating resource sharing, innovation and communication. The students are assigned a Dell which is a Chrome web browser device created by Google. This device works in conjunction with the school-issued Google Accounts, giving access to Google Drive, Google Apps, and a wide range of third-party academic sites.

II. Before Receiving the Dell

A) Before a student is assigned a Dell, four requirements must be met:

- a. The student's parent/guardian must attend a mandatory Dell Program workshop which will cover, among other things, proper care, online safety concerns, and Google Account log-ins.
- b. The student must attend a Technology assembly for middle school which will cover proper care and use.
- c. Parents and students must sign the Technology Acceptable Use Agreement and the Dell Contract.
- d. Students must have a protective case in which to carry the Dell.

B) Responsibility for the Dell begins at the time the student receives the device.

III. Parent/Guardian Responsibility

A) In addition to attending the workshop, parents/guardians have the following responsibilities:

- a. Supervise their student's use of the Dell Internet at home, and care for the Dell.
- b. If there is any physical damage to the Dell, families will be held financially responsible for the cost to repair it (just as they would for lost or damaged textbooks). The school does have insurance for normal wear.

IV. Returning Your Dell

A) End of Year—at the end of the school year, students will turn in their Dells. Failure to turn in the assigned Dell will result in the student being charged the full replacement cost.

B) Transferring/Withdrawing Students—Students that transfer out of or withdraw from SMCS must turn in their Dell to the office on their last day of attendance. Failure to turn in the Dell will result in the student being charged the full replacement cost. SMCS may also file a report of stolen property with the local law enforcement agency.

V. Taking Care of Your Dell

A) Students are responsible for the general care of the Dell they have been issued by Saint Mary Catholic School. Dells that are broken or fail to work properly must be brought to the attention of the student's homeroom teacher as soon as possible so that they can be taken care of properly. School-owned Dells should never be taken to an outside computer service for any type of repairs or maintenance. Students are never to leave their Dells unattended.

B) General Precautions

a. Dell must not be next to food or drink.

b. Dell must be kept on a flat surface to prevent damage.

c. Cords, cables, and removable storage devices must be inserted carefully into Dell.

d. Care must be used when unplugging/removing power cords, cables and devices as damage to cords and/or sockets are the responsibility of the family.

e. Dells must not be used or stored near pets.

f. Dells must not be used with the power cord plugged in when the cord may be a tripping hazard.

g. Dells must remain free of any writing, drawing, stickers and labels.

h. Heavy objects should never be placed on top of a Dell.

C) Carrying Dells

a. Always transport Dell with care and in a protective case or bag. Never lift a Dell by the screen. Always support a Dell from its bottom with lid closed.

b. Never carry a Dell with the screen open. Dell lids should always be closed and tightly secured when moving.

D) Keeping Dell Clean

a. Computers require special cleaning, even on the outside. Keeping the system free of dust, dirt, food, crumbs, and liquids is the first step to computer care. Turn off Dell before cleaning.

LCD Screen: use ONLY a microfiber cloth or lint-free cloth to gently wipe away dust or smudges. The screen is never to be cleaned with glass cleaner, water, or any other liquid.

Keyboard: Canned air or small computer-specific vacuum cleaners are an excellent way to clean keyboards, computer case vents, or around disk drive openings. Outer Case of Dell: spray a lint-free cloth lightly with glass cleaner.

E) Screen Care

a. The LCD display monitor is VERY fragile. The LCD screen should NEVER be touched, not even with your fingers. Irreparable damage can be done to the screen with the slightest of touches. The screen can crack or break easily even if it is protected in a backpack or carrying case, so be very careful when handling them with a Dell inside. Never throw or drop your backpack/carrying case on the ground.

b. The Dell screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screen is particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Dell when it is closed.
- Do not store a Dell with the screen open.
- Do not place anything in your backpack that will press against the cover of Dell.
- Make sure there is nothing on the keyboard before closing the lid

(e.g. pens, pencils, etc.)

- Only clean the screen with a soft, dry microfiber cloth or antistatic cloth (like for cell phone).

F) Storing Your Dell

a. When students are in school and are not using their Dell, they should store the machine in the protective case.

b. Nothing should be placed on top of the Dell when stored in the locker.

c. Dells should not be stored in a vehicle for security and temperature related issues.

G) Dells left in Unsupervised Areas

a. Under no circumstances should Dells be left in an unsupervised area. These include, but not limited to, Spartan Hall, unlocked classrooms, and hallways.

F) Printing

- a. Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- b. Printers will be available throughout the school. Because all student work should be stored in an Internet/cloud application (Google Docs), students can print directly from their Dells at school.

G) Logging into a Dell

- a. Students will log into their Dells using their school issued Google Apps for Education account.
- b. Students are never to share their account passwords with others, unless requested by an administrator.

H) Managing and Saving Your Digital Work with a Dell

- a. The majority of student work will be stored in Internet/cloud based applications (Google Docs) and can be accessed from any computer with an Internet connection and most mobile Internet devices.
- b. Students should always remember to save frequently when working on digital media.
- c. SMCS will not be responsible for the loss of any student work.

I) Dells being repaired

- a. Subject to availability, loaner Dells may be issued to students when they leave their school-issued Dell for repair.
- b. A student borrowing a Dell must sign a loaner agreement and will be responsible for any damage to or loss of the loaned device.
- c. Dells on loan to students having their devices repaired are allowed to be taken home.
- d. We will contact a student when his/her device is repaired. When the repair bill has been paid, the device will be returned to the student. The loaner is to be turned back in at that time.

VII. Using Your Dell Outside of School

Students are encouraged to use their Dells at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Dell use; however, some applications can be used while not connected to the Internet like Word, Excel and PowerPoint. Students are bound by the Saint Mary Catholic School Technology Acceptable Use Policy and Agreement, and all other guidelines in this document wherever they use their school-issued Dell.

VIII. Content Filter

SMCS utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Dells, regardless of physical location (in or out of school) will have all Internet activity protected and monitored by the school. If a website is

blocked in school, then it will be blocked out of school. If an educationally valuable site is blocked, student needs to contact their teachers to request the site be unblocked.

Parents may wish to use an additional internet filter at home. OpenDNS is a free service and can be found at www.opendns.com/home-internet-security/parentalcontrols/opendns-familyshield/.

IX. Software

A) Google Apps for Education

a. Dells integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms.

b. All work is stored in the cloud.

X. Dell Identification

A) Asset Tag / Label

a. All Dells will be labeled with a SMCS asset tag/label.

b. Asset tags are not to be modified or tampered with in any way.

c. Students may be charged up to the full replacement cost of a Dell for turning in a Dell without a SMCS asset tag/label.

B) Records--SMCS will maintain an inventory of all Dells that includes the serial number, asset label ID, and student name for each device.

C) Users--Each student will be assigned the same Dell for the duration of his/her time at SMCS (max-3years). So, take good care of your device!

XI. Repairing / Replacing Your Dell

A) Estimated Costs (subject to change)

The following are estimated costs of the Dell parts and replacement:

- Total replacement of Dell--\$ 225.00
- Replacing Screen--\$ 45.00 (subject to change)
- Replacing Power cord--\$ 15.00 (subject to change)

B) Some items might be covered by your homeowners/renters insurance policy. You would need to check with your insurance agent or coverage of your current policy.

XII. No Expectation of Privacy

Students have no expectation of confidentiality or privacy. SMCS may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Dells at any time for any reason related to the operation of the school. By using a school-issued Dell, students agree to such access, monitoring, and recording of their use.

XIII. Appropriate Uses and Digital Citizenship

School-issued Dells should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

A) Respect Yourself. I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.

B) Protect Yourself. I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.

C) Respect Others. I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.

D) Protect Others. I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.

E) Respect Intellectual Property. I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.

F) Protect Intellectual Property. I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

DELL CONTRACT
Saint Mary Catholic School
Middle School Student
Dell Contract
2018-2019

This Saint Mary Catholic School Middle School Student Dell Contract (“Contract”) is made effective as of August 15, 2018 between Saint Mary Catholic School (“School”) and its student, _____ (“Student”), and states the agreement of the parties as follows:

Equipment Subject to Agreement: The Equipment subject to this Agreement (“Contract”) includes the Dell and computer accessories in the following list:

- One (1) Google Dell
- One (1) AC Adapter (with power cord)
- One computer carrying case

Ownership: The School shall be deemed to have retained title to the Equipment at all times.

The Student shall hold no security or ownership interest in the Equipment. Term Equipment Use: The Student shall return all Equipment itemized above in good operating condition to the Technology Department of the School at the end of the school year. The School may require the Student to return the Equipment at any time and for any reason. Equipment Storage and Use at School: The Equipment must be on the School’s premises during each of the Student’s normal school days. During the School’s normal business hours

or after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in an approved location.

Use of Equipment: The primary use of the Equipment by the Student is for the Student’s educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the

School's Acceptable Use Policy and Agreement.

Care of Equipment: The Equipment may only be used in a careful and proper manner.

Dells must be carried and transported appropriately. They are to be carried in protective cases at all times. Otherwise, they should be closed and carefully carried. Failure to close the lid of the Dell before transporting it could damage it.

No food or beverages are to be in the vicinity of the Dell. Dells may not be used in the Cafeteria during lunch.

The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall immediately notify the School's Technology Department if the equipment is not in good operating condition or is in need of repair. The Student shall be financially responsible for repairs due to negligence.

The Student may not put personal stickers or write on the Dell.

The student may not lend his/her Dell to another student.

Batteries/Charging: Students are to charge their Dells at home.

Right of Inspection: The Student shall make the Equipment available to the School's Technology Department as necessary for purposes of inspection, maintenance, repair, and/or upgrading during the School's normal business hours.

Loss: The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear.

Indemnity of School for Loss or Damage: If the Equipment is damaged or lost due to negligence, the School shall have the option of requiring the Student to repair the Equipment to a state of good working order or to reimburse the School for the replacement cost of such Equipment.

Parents' Responsibility; Notification of Student Internet Use: Outside of school, parents bear responsibility for the same guidance of internet use as they exercise with other technology information sources. Parents are responsible for monitoring their student's use of SMCS system and educational technologies, even if the student is accessing the SMCS system from home or a remote location.

Entire Agreement and Modification: This Agreement constitutes the entire agreement

between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior computer use agreements between the parties.

Disclosures: The Student and his/her guardian hereby agree to these policies and regulations.

Student Name (printed): _____

Student Signature: _____ Date: _____

Parent/Guardian Name (printed): _____

Parent/Guardian Signature: _____ Date: _____