



## Computer & Technology Acceptable Use Agreement

The school's information technology resource, internet access, is provided for educational purposes. Adherence to the following policy is necessary for continued access to the school's technological resources:

### Students must

1. Respect and protect the privacy of others
  - Use only their designated account for Gmail, QuickSchools, PearsonSuccessNet, and any other account assigned by the school
  - Not view, use, or copy passwords, data, or files that are not authorized
  - Not disseminate private information about others or themselves
2. Respect and protect the integrity, availability, and security of all electronic resources
  - Observe all network security practices, as posted
  - Report security risks or violations to a teacher or network administrator
  - Not destroy or delete any data, networks, or other resources that do not belong to them
3. Respect and protect the intellectual property of others
  - Not infringe on copyrights
  - Not make illegal copies of educational materials, music, games, or movies
  - *Not plagiarize*
4. Respect and practice the principles of community
  - Communicate only in ways that are kind and respectful
  - Use their Gmail accounts for educational purposes only. Google Drive should only be used for storing school-related files
  - ***NOT access social media (Twitter, Facebook, Instagram, Snapchat) on campus***
  - ***ONLY access YouTube under a teacher's supervision***
  - ***NOT upload or download any files onto any school computers without supervision (i.e. iTunes)***
  - ***NOT use the internet for chatting or instant messaging at any time***
  - ***ONLY use the internet under direct supervision of a teacher***
  - Report threatening or discomfoting materials to a teacher
  - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass)
  - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works)
  - Not use the resources to further other acts that are criminal or violate the school's code of conduct
  - Not send spam, chain letters, or other mass unsolicited mailings
  - Not buy, sell, advertise, or otherwise conduct business unless approved as a school project

**Consequences for Violation.** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information network in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

**I ACKNOWLEDGE AND UNDERSTAND MY OBLIGATIONS:**

\_\_\_\_\_

Student

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian

\_\_\_\_\_

Date

**PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTANDS THEM.**

**THESE RULES ALSO PROVIDE A GOOD FRAMEWORK FOR YOUR STUDENT'S USE OF COMPUTERS AT HOME, AT LIBRARIES, OR ANYWHERE.**

For more information, see [www.cybercrime.gov](http://www.cybercrime.gov).