



## Acceptable Use Policy Students in Grades K-8 St. Clare of Assisi School

Saint Clare of Assisi School believes that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. Internet access and other online services available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students.

The use of technology is a privilege, not a right. Inappropriate behavior will lead to disciplinary action and the denial of this privilege. Acceptable uses of technology are devoted to activities which support teaching, learning, and digital citizenship. The following is our agreement about the use of technology at St. Clare of Assisi School.

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Being a good digital citizen is very important. Parents/Guardians, please read and discuss this with your children; sign the bottom and return it to school as soon as possible. **Your child will not be able to use a device until this form is received.**

1. I will use all computer equipment and devices carefully.
2. I will use respectful, appropriate language at all times.
3. I will use the Internet and devices for school work only. I will use the programs, apps, and web sites that my teacher has approved and tells me to use.
4. I will be held responsible if any device is damaged while I am using it.
5. I will not try to change the hardware, applications, or network configurations.
6. I will not attempt to bypass or shut off the security measures on the devices or the school network.
7. I will not try to gain unauthorized access to any other systems or users' accounts.
8. I understand that permission must be obtained for each assignment from my teacher(s) before a device can be used to record or photograph an individual or group. I also understand that I am not allowed to publish photographs or videos of any school or personal activity.
9. I will respect the rights and privacy of other users. I will not view, send, or display inappropriate messages or pictures.
10. I will keep my personal information and password to myself and share it only with my parents and teachers.
11. I will only use my own St. Clare username, password, and files on the student server when logging into Google Drive and other password protected apps and web sites.
12. I will ask permission to print, share files, or download information/apps.
13. I will tell my teacher if I read or see something on any device that is inappropriate.
14. For school assignments, I will give credit to all programs, books, articles, and data obtained from the Internet.
15. I will respect the rights of copyright owners and will not reproduce any work protected by copyright.
16. I will not use flash drives on any of the devices unless I have permission.
17. I will return and plug in the SCA devices to their proper charging stations.

(more info on other side)

**Students in Grades 5-8 with a personal Chromebook:**

- 18. I am responsible for charging my own Chromebook and for bringing it to school each day. I understand that forgotten devices will not be accepted at the office, and SCA Chromebooks will not be available to use.
- 19. I will keep the volume of my Chromebook muted at all times unless permission is obtained from the teacher to play sound or use headphones for instructional purposes.
- 20. I understand that inappropriate content on my Chromebook or deletion of any security configurations will result in disciplinary action to be determined by school administration.
- 21. I understand that my Chromebook content, information on internet usage, and network communications can be reviewed at any time during the school day at the discretion of the school administration.
- 22. I will stay logged into my SCA account while at school. I will not log into a personal email or gmail account.
- 23. I understand that I am to stay on an approved tab while using my Chromebook at school. I will not open additional tabs unrelated to class tasks or during tests.
- 24. I understand that Chromebook usage and content filtering outside of SCA school hours is the responsibility of the student and family. SCA does not have access to Chromebooks after hours and assumes no responsibility for its usage.

I have carefully read and agree to follow the St. Clare of Assisi School Acceptable Use Agreement and have discussed it with my child.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Name (Print): \_\_\_\_\_