



ST. ANTONINUS SCHOOL

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Dear students and parents,

Students in 4th, 5th, 6th, 7th and 8th grades will have a laptop computer assigned to them for their schoolwork while here at St. Antoninus School. Computers are the property of St. Antoninus and are provided for the exclusive use of St. Antoninus students and staff. Student computers will be taken to and from school and home this year. Assigned computers, once in the student's possession, are the student's responsibility. Any computer use must follow the Student Computer User Agreement (signed at the beginning of the school year). Please keep in mind, computer/internet use is a privilege not a right.

Repairs/Damage/Loss: Users are responsible for the computer assigned to them. Any damage or loss of the computer will be accessed on a case-by-case basis. Students may be charged if necessary to repair or replace the computer for damages due to abuse or neglect. Any time damage or loss occurs to the assigned computer, the teacher needs to be notified immediately.

Computer Use: All student computer use is governed by the terms of the school's Student Computer User Agreement. The Technology Department regularly monitors use of any device connected to the school's network. Any use of St. Antoninus property is not private. St. Antoninus reserves the right to access or monitor any and all activity and materials performed on or contained on school technology, including emails and internet activity. Any use of the computer or network must comply with the Student Computer User Agreement. If a student believes inappropriate content has been sent to them or they have accessed inappropriate content, it is the student responsibility to inform a school adult.

Each student is responsible for the care of his/her computer. Guidelines for taking care of computers:

1. Use only the computer assigned to you.
2. Students may not take apart their computers. No stickers or adhesives may be applied to the computers.
3. When transporting computers between classes and home, lids should be closed with computer in hand (not in book bag).
4. All computers need to be shut down completely before taken home and returned to school.
5. Computers need to be fully charged each night with school provided power adapter.
6. Computers are cased this year and should not be placed in a backpack. The cases have handles for easy carrying.

General Rules of Computer Use:

1. School issued computers are to be used for school related work. Non-school related use of the computers is not permitted.
2. All activity on a school issued device is not private and can be accessed by school personnel.
3. User should not share sign in information or passwords with other users unless directly asked by a school adult.

4. Students must use school issued email accounts. All other email accounts, unless permission is given, are not permitted during school hours.

5. Students will not try to access accounts they do not have permission to access. This includes accessing someone else's computer and any content on that computer, including email accounts.
6. If a student is sent inappropriate content or accesses inappropriate content, accidental or not, the student must inform an adult immediately.
7. Students must use technology in a responsible, ethical and legal manner in accordance with Federal, State or District laws, rules and policies.
8. Computers are not to be used for illegal activities; including installing, distributing, modifying or reproducing copyrighted materials.
9. Students will not transmit hate mail, discriminatory remarks, profane or inappropriate language, offensive or inflammatory communication. Any messages promoting hate are not appropriate.
10. Students will not access obscene or pornographic materials.

In the event that a student demonstrates unacceptable use/activity, it may result in demerits, suspension or cancellation of computer privileges for the remainder of the school year. Such unacceptable use includes but is not limited to the following:

1. Computer games that are not assigned course work.
2. Installation of personal software.
3. Entering chat rooms or instant messaging
4. Entering or transmitting of commercial advertisements or solicitations.
5. Entering or transmitting of obscene material.
6. Sexual harassment or other forms of harassment aimed at others or otherwise threatening others.
7. Sharing one's own computer account with others, using another person's accounts, or copying, modifying, replacing, or deleting any other user's files.
8. Violation of copyright laws or using or copying software in ways that violate the terms of the license.
9. Entering, creating or transmitting computer viruses or any form of intentionally destructive programs.
10. Intentional disruption of network services.
11. Connecting/Disconnecting any device to the network or computer without permission.
12. Modification of existing software used for system/network monitoring and management, or installation/possession of monitoring/management software.
13. Physically harming or defacing school computer equipment.
13. Printing of materials that have no academic or educational purpose.
14. Storage of personal files that serve no educational purpose.

By checking out and taking school assigned equipment home, I and my parent/guardian agree to:

- Return assigned devices and device chargers at designed return times.
- Pay fines assessed for intentionally damaged devices or for the replacement of a device that is not returned in satisfactory working condition.
- Follow St. Antoninus guidelines for the care of an assigned device including keeping the device in good working order, charging the device, keeping the device away from extreme heat or cold, pets, food/drink, and moisture.
- Not personalize the device in any way or remove any St. Antoninus or manufacturer labels or identifiers.

Student Computer User Agreement: Signature Page

All students must have this agreement signed and on file with the Technology Department each school year to receive a computer and access to the Internet. It is important that students and guardians carefully read the Student Computer User Agreement. If there are any questions about the contents of the agreement, ask the Technology Department before signing this agreement.

Student: I have read, understand, and agree to comply with the rules stated in the St. Antoninus Student Computer User Agreement. I further understand that I am responsible for reading and complying with any changes made to this policy. Should I commit any violation of this agreement, I understand that my access privileges may be revoked, denied, suspended and, further appropriate school disciplinary or legal action may be taken.

First Name _____ Last Name _____

Signature _____ Date _____

Parent/Guardian: As the parent or guardian of this student, I have read the Student Computer User Agreement. The student and I have discussed this policy and understand the guidelines for computer use and internet use. I understand that it is the student's responsibility to use the school's computers and network resources in accordance with the Student Computer User Agreement policy. I understand that, despite the school's best efforts, materials inconsistent with the educational goals of the school and otherwise inappropriate might be accessed by the student. Nevertheless, I hereby give permission to allow the above named student access to the St. Antoninus network under the terms of this policy.

First Name _____ Last Name _____