



**Technology Acceptable Use – Permission Form (Grades PK4 – 8)
2010-2011**

This form is required to be submitted only once and is kept on file throughout your child's enrollment here.

Please sign and return this page ONLY as soon as possible.

This completed form is needed for your computer access.

Student

I have read and understand the St. Matthias Transfiguration School Technology Acceptable Use Policy. I agree to the guidelines and rules as stated in the Acceptable Use Policy. I further understand that any violation of the policy above is unethical and may constitute disciplinary and potential monetary actions as stated in the policy.

Student Name (Print): _____

Grade: _____ **Teacher:** _____

Student Signature: _____

Date: _____

Parent or Guardian

As the parent or guardian of this student I have read and understand the St. Matthias Transfiguration School Technology Acceptable Use Policy. I agree to the guidelines and rules as stated in the Acceptable Use Policy. I further understand that any violation by my child of the policy above is unethical and may constitute disciplinary and potential monetary actions as stated in the policy.

Parent or Guardian Name (Print): _____

Parent or Guardian Signature: _____

Date: _____

St. Matthias Transfiguration School
2010-2011 Technology Acceptable Use Policy for Students

St. Matthias Transfiguration School provides students with technology tools to assist in preparing students for success in life and work in the 21st Century. Technology at St. Matthias Transfiguration School is provided for *Educational Purposes* and includes, but is not limited to, the following:

- Access to the Internet
- Access to the St. Matthias Transfiguration School Network
- Access to computers in the classroom and the computer lab
- Access to printers
- Access to Notebook(Laptop) computers – assigned to students in the junior high level

This document contains the rules and procedures for acceptable use for students' use of the technology at St. Matthias Transfiguration School.

- The Technology at St. Matthias Transfiguration School has been established for educational purposes. The term "educational purpose" includes classroom activities and *limited and approved* self-discovery activities.
- Access to this technology is a privilege – not a right.
- Parent or guardian permission is required for all students.
- St. Matthias Transfiguration School takes precautions to restrict access to inappropriate materials on the Internet. Because information on the Internet changes constantly, St. Matthias Transfiguration School can not completely predict or control what students may accidentally access. Intentional or deliberate access of inappropriate materials by students is a violation of this policy.

Violation of this Acceptable Use Policy

A student's violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline which includes, but is not limited to:

- Suspension or complete revocation of privileges to any and all portions of the technology at St. Matthias Transfiguration School.
- Monetary fines and replacement and/or repair costs.
- Suspension or expulsion from school.
- Legal action and prosecution by the authorities.

Acceptable and Unacceptable Use

The Acceptable and Unacceptable Use of the Technology at St. Matthias Transfiguration School includes, but is not limited to, the following:

- Student WILL follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the technology at St. Matthias Transfiguration School.
- Student WILL use the computer/laptop for educational activities as directed by the teacher.
- Student WILL log into the computers/laptops using his/her assigned user id or the user id assigned to the computer ONLY.
- Student WILL use the student user id and password when accessing the Internet.

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

Student WILL safeguard his/her important school work files by backup up the files onto a Flash Drive which they provide.

- Student will NOT share his/her password.
- Student will NOT attempt to gain unauthorized access to any portion of the St. Matthias Transfiguration School Network or Internet. This includes attempting to log in through another student/teacher/staff user id or access another student/teacher/staff's folders, work, or files.
- Student will NOT access or use any Email.
- Student will NOT access or use any Instant Messenger.
- Student will NOT plagiarize works found on the Internet.
- Student will NOT violate copyright laws, by copying works, pictures, files from the Internet without proper notation and, if necessary, permission.
- Student will NOT share or post personal information online from any computer on the St. Matthias Transfiguration School Network.
- Student will NOT change any setting on the computer or laptop. This includes, but is not limited to:
 - Wallpaper
 - Screen Saver
 - Icons – do not delete or add icons or change icon names
 - Start bar location
 - Any Display Property – includes Fonts and Color Scheme
 - Quick Launch Icons
 - Mouse Pointers
- Student will NOT change any setting in the Internet Explorer Browser. This includes, but is not limited to:
 - Internet Home Page
 - Do Not Add Any Tool Bars or Search Bars
 - Change the Days of History is retained
 - Do Not Delete Cookies, History and/or Internet Files
- Student will NOT download any software or files
- Student will NOT load any software
- Student will NOT download, access or play music from the Internet
- Student WILL ONLY play games on the computer/laptop or via the Internet as directed by the teacher
- Student will NOT intentionally or deliberately vandalize the computer/laptop, this includes, but is not limited to:
 - Damaging the physical computer/laptop – including keys, ports and/or screens
 - Applying stickers
 - Vandalizing the labels provided by St. Matthias Transfiguration School
 - Laptop Chargers

Clarifications or Questions of Acceptable or Unacceptable Use can be submitted in writing to Mrs. Noriega, Computer/Technology Teacher, Room 302.

General Unacceptable Behavior while utilizing any portion of St. Matthias Transfiguration School Technology is considered a violation of this policy.