

PLEASE SIGN PAGE 2 AND RETURN TO COMPUTER TEACHER

SPPS Technology Course 2019-2020

Welcome back to another exciting school year! In the upcoming year we plan to show you many new things that can be accomplished through the use of computers, Internet resources, and technology. With this learning comes certain responsibilities, some of which are contained within this Acceptable Use Policy and others within the general regulations found in the parent/student guidelines. Please review both documents, sign the attached acknowledgement, and return it by August 30, 2019.

Acceptable Use Policy (AUP)

Computer Care:

- o Food, candy, gum, or drinks are not allowed in the computer lab.
- o Do not write on any of the computer parts or computer desk.
- o Keep hands clean to help keep the computer keyboard clean.
- o When using the keyboard, type gently.
- o Keep your workstation neat.
 - Place your personal belongings under your table.
 - Push in your chairs and collect your belongings before dismissal of class.
- o Do not turn off your computer without properly shutting down.
- o Headphones, keyboard covers, or any other portable hardware must be placed back neatly for others to use.

Computer Usage:

- o You will be given a username to log on to your computer which will be the ONLY one permitted for you to use.
- o Do not login as someone else that will be considered hacking into someone else's account or otherwise trying to gain access to other persons' or school's files.
- o You will be using shared network folders to save your work. You will not open, rename, or delete another persons' (including folders/ files in your own workstation) work in the directory.
- o By logging on to the computer, you are responsible for anything written. Inappropriate materials or abusive, vulgar, and impolite language is prohibited.
- o Students will not use the computer system to disturb, harass, insult, or threaten others.
- o During a class session, you are expected to use a given program unless instructed other wise.
- o You must save your work in your assigned directory 5 minutes before class ends.
- o There will be occasions when I will teach by projecting my computer display onto your computer. You are not to use the computer or try to stop the projection process.
- o We are fortunate to have one computer for each student in the lab; therefore, you are to use ONLY your assigned computer.
- o If you run into a problem with your computer, report it right away to your teacher.
- o Computers are to be used for educational purposes only.
- o Students will not intentionally waste limited resources such as paper, printer cartridges, and materials that are provided by the school.

Internet Usage:

- o Downloading or installing any commercial software, shareware, or freeware onto network or local drives is not allowed. The student is responsible for not pursuing material that could be considered inappropriate.
- o Always check copyright policies before copying and pasting from the Internet.
- o Copyrights are to be respected at owners' consent. Students must not make unauthorized copies of software or give, lend, or sell copies of software to others.
- o **Plagiarism will not be accepted**; plagiarism is defined for our purposes as copying or stealing someone else's ideas and demonstrating them as your own.
- o When you are given a specific URL address it will be the only website you are allowed to visit unless otherwise instructed by your teacher.
- o Do not give out any personal information (name, address, phone number, etc.).
- o Users may not access websites that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he/she must notify the teacher.
- o Users will not be allowed to access personal e-mail accounts, online journaling, instant messaging, personal websites, etc.
- o Student use of the computer is a privilege not a right. Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated. The school reserves the right to seek financial restitution for any damage caused by a student or other user.
- o Please read and adhere to all of the technology and Internet regulations found in the parent/ student guidelines.

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After having read the Acceptable Use Policy –AUP, please complete the information below, sign, and return.

**Acceptable Use Policy – AUP
Parent Permission Form – 2019-2020**

As a parent or guardian of a student at Sts. Peter & Paul Catholic School, I have read the above information, as well as the policies outlined in the Parent-Student Handbook about the appropriate use of computer equipment at the school, and I understand this agreement will be kept on file at the school.

Parents' Name (print): _____

Parents' Email address: _____

Parents' Contact Number: _____

Parents' Signature: _____ Date: _____

Student Agreement

As a user of the school computer network, I agree to comply with the regulations stated above and in the parent/student guidelines. I agree to use the network in a constructive and educational manner.

Student Name (print): _____ Class: _____

Student Signature: _____ Date: _____