

Acceptable Use of Computers and the Internet Permission Form 2011-2012

St. Martin School is pleased to offer students supervised access to the Internet. To gain access to the Internet, all students must obtain parental permission as verified by the signature on the form on the attached page. Should a parent prefer that a student not have Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or any other area of the school. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised to never access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy—Network storage areas are treated like school desks. Network administrators may review communications to maintain system integrity and to insure that students are using the system responsibly.

Illegal copying—Students should never download or install any commercial software, shareware, or freeware onto their computer or floppy disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language—Profane, abusive or impolite language should not be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is for student to not view, send, or access materials which they would not want their teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Basic Rules of Appropriate Use

These are guidelines to follow to prevent the loss of network privileges at St. Martin School.

1. Do not use a computer to harm other people or their work. This includes attempting to modify passwords or security settings.
2. Do not damage the computer or the network in any way.
3. Do not interfere with the operation of the network by installing software, shareware, or freeware, unless instructed by the network administrator.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not access another individual's materials, information, or files without permission.
7. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
8. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

Use of Color Printers

Color printers will be used for various class projects in the Computer Lab during the year. Students are required to ask permission to print these projects. Homework assignments are not considered part of these projects. Homework projects requiring the use of a color printer should be printed at home. If a student wishes to use the color printer at school for homework assignments, due to problems with his/her home printer (e.g., out of ink), a fee of .35 cents per page will be charged. No full-page color photos/pictures will be allowed to be printed.

PARENT PERMISSION AND USER AGREEMENT – 2011-2012

As a parent or guardian of a student of St. Martin School, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

_____ My child may use the Internet while at school according to the rules outlined. (Note to Kindergarten parents – kindergarteners are put on pre-selected sites, no surfings on the Internet or e-mails are done.)

_____ I would prefer that my child not use e-mail and the Internet while at school.

Parent Name (print) _____
Parent Signature: _____
Date: _____

STUDENT PERMISSION AND USER AGREEMENT 2011-2012

As a user of the School computer network, I agree to comply with the above stated rules and to use the network in a constructive manner.

Student Name (print): _____
Grade: _____
Student Signature: _____
Teacher: _____
Date: _____