



## **All Saints Academy Internet and Computer Acceptable Use Agreement**

### **All Saints Academy Elementary**

2233 Diamond Ave NE  
Grand Rapids MI 49505  
616-364-9453

### **All Saints Academy Middle School**

1110 Four Mile Road NE  
Grand Rapids MI 49525  
616-363-7725

Dear Parent/Legal Guardian,

All Saints Academy is pleased to be able to enhance your child's education through the use of computers and other instructional technologies. Electronic information research skills are important to future citizens and employees. Access to the Internet allows students to explore thousands of libraries, databases, and various other electronic resources. We feel this information, and the skills needed to obtain it, are an important part of a student's education. The internet is a tool for life-long learning. Individual teachers will decide if using the worldwide web to access electronic information is appropriate for their students' ages, and closely guide student use to every extent possible.

With this educational resource also comes responsibility. There are rules and ethics that govern computer use that must be understood and observed by all users. Failure to comply with the guidelines set forth in this agreement will result in disciplinary actions as deemed appropriate by school personnel. Actions could include any of the following:

- Student conference with teacher(s) and/or administrator(s).
- Parent/Student conference with teacher(s) and/or administrator(s).
- Student contract before use may be resumed.
- Financial restitution for damaged property.
- Banned from using school equipment for a specified period of time.
- Banned from using school equipment for the remainder of the school year, or permanently.

Christine Burns  
Principal

Anne Harpold  
Assistant Principal

## **All Saints Academy Internet and Computer Acceptable Use Agreement**

All Saints Academy will allow computer use and supervised Internet access to registered students in our school. Internet resources should not be considered as a primary source of information, but rather a supplemental source. The Internet provides access to millions of computers around the world, with no central control, so students will need to learn to evaluate the quality of information they gather from the Internet. Parents should be aware that the Internet might contain items that are defamatory in nature, inaccurate, or potentially offensive to some people. Before using the Internet, each student and his/her parent/guardian must sign this agreement. Students will receive acceptable use training from classroom and technology teachers.

### **Policy**

1. Access to the Internet and the school's technology equipment is a privilege, not a right.
2. Only registered students who return a signed form and who have received the proper training will have access to school technology equipment and Internet resources in the presence of the technology teacher, school librarian, or classroom teachers.
3. Students will not have access to personal e-mail, social networking sites and chat rooms. (They may, however, participate in class project e-mail.) They will not be able to download executable files.
4. Violation of the rules may result in suspension of Internet and computer privileges as stated previously.
5. The technology teacher, librarian, and classroom teachers will control availability of their Internet stations.
6. If a student inadvertently encounters inappropriate material, images, etc., on the Internet, he or she must report it to the adult in charge immediately.
7. Live audio/video streaming is strictly prohibited without permission.

### **Rules**

1. Students will not use the school's technology equipment unless supervised by school personnel (or other authorized adults).
2. Students will keep food and drink out of the areas of the room containing technology equipment and software.
3. Students will not download, install, or uninstall any programs (including viruses) onto any computers.
4. Students will not attempt to access, upload, or download obscene, sexually explicit, defamatory, or school inappropriate material.
5. Students will not store any graphic that is not intended for educational purposes, or alter graphics already stored on school computers.
6. Students will not use another person's login or password, trespass in another person's folders, work or files, or attempt to gain access to unauthorized files on the school's technology equipment.
7. Students will not willingly allow others to use his/her user name and/or password, and take responsibility for all files saved and/or printed under his/her user name.
8. Students will not delete, or otherwise alter in any manner, files, desktops, control panels, settings or programs not owned or created by him/her, unless given permission by the supervising teacher.
9. Students will not give out his/her name, address or phone number when using the Internet.
10. Students will ask permission before printing.
11. Students will not violate copyright, or otherwise use another person's intellectual property without proper citation.
12. Students will treat all technology equipment with proper care, respect, and in the manner intended.
13. Students will understand that any files created and/or stored on school computers and/or disks are the property of All Saints Academy, and may be viewed by All Saints Academy teachers or administrators at any time.
14. Students will not remove any hardware or software from the school premises.
15. Students will not copy any programs owned by All Saints Academy for his/her personal use.
16. Students will not use inappropriate verbal or written language.
17. Students will not use disks from home, or elsewhere, on any school computer without specific permission from the supervising teacher.
18. Students will not damage technology equipment, systems or networks, and obey all rules for use of school equipment and software.
19. Students will abide by all rules set by the supervising teacher regarding classroom behavior and expectations for completion of work.

Please read and discuss this information with your child. If you are in agreement, both you and your child must sign the attached page and return it to your child's homeroom teacher by Friday, September xx, 2010. Any student who does not return a signed form will not be allowed to participate in computer and Internet related activities. With responsible student use, and with the home and the school working together, computer resources will be valuable learning tools.

**All Saints Academy**  
**Parent Permission Form and Technology/Internet User Agreement**

**Parent Permission for Student Computer and Internet Use**

As parent or guardian of a registered student at All Saints Academy, I have read the attached information about the appropriate use of technology equipment and the Internet at school, and I understand this agreement will be kept on file for the current school year.

*(Please check one)*

- My child may use technology equipment and the Internet while at school, according to the policy and rules outlined on the attachment.
- My child may not use the technology equipment and the Internet while at school.

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

**Parent Permission for the Publication of Student Work**

I understand that from time to time the school may wish to publish examples of students projects and other work on an Internet-accessible world-wide web server.

*(Please check one)*

- My child's work may be published (identified by first name only).
- I would prefer that my child's work not be published on the Internet.

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

**Student's Agreement of All Saints Academy Internet and Computer Acceptable Use Policy**

I have read, or had it read to me, and discussed this policy with my parent/guardian. I understand it and will follow the All Saints Academy Internet and Computer Acceptable Use Policy. I also understand that violation of the policy may result in the restriction, suspension, or revocation of Internet and Technology Equipment privileges.

Student's Name (Please Print) \_\_\_\_\_

Student's Homeroom (Please indicate grade and teacher) \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_