



Family Name _____

St. Matthew School (hereafter referred to as SMS) is committed to the effective use of technology to enhance both the quality of student learning and the staff efficiency of school operations. It also recognizes that safeguards must be established to ensure the protection of our staff. Safeguards also protect the school's investment in hardware and software, ensure the benefits of technology and prevent negative side effects. This technology will help propel our school through the communication age by allowing staff and students to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

The provisions of this policy and associated guidelines and agreements are subordinate to school, local, state, and federal law. St. Matthew School computers are to be used in a responsible, ethical, and legal manner in accordance with the mission and rules of St. Matthew School. SMS has the duty to investigate any suspected violations of this policy.

1. Access to the Internet must be related to a student's class work responsibilities, or for the purpose of education or research, and be consistent with the educational objectives of the Archdiocese and school.
2. The use of the Internet is a privilege, not a right. Inappropriate use may result in a cancellation of those privileges, disciplinary action (up to and including expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the principal, and his/her decision is final.
3. Some examples of unacceptable use include but are not limited to:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted;
 - c. Invading the privacy of individuals;
 - d. Using another user's password or account. Computer accounts and passwords are confidential and must remain so. Do not use another individual's account and confidential password;
 - e. Using pseudonyms or anonymous sign-ons;
 - f. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, sexually-oriented, gambling, threatening, racially offensive, harassing, illegal material or other information and/or materials that are inconsistent with objectives and/or teachings of the Archdiocese and/or school;
 - g. Using inappropriate language;
 - h. Use of any proxy sites to access sites that are restricted by the normal course of the network; SMS will lock down the network using filters and/or additional software to keep some/most inappropriate information away from users, but cannot guarantee this in all situations, particularly given the inappropriate use of proxy sites.
 - i. Damaging computers, computer systems, files, programs, or networks;
 - j. Vandalizing or damaging the property of another individual, including data files;
 - k. Employing the network for commercial purposes (i.e. to buy or sell items).
- **Unacceptable use may also include online activities occurring outside the school that may carry over into the school environment (defamation, threats, harassment, etc.)**
4. Posting of a photograph, image, likeness, video or personally identifiable information regarding any employee, student, parent or parishioner on any Internet or web-based site, or in any electronic communication without their knowledge or approval, is prohibited, except with the express permission of the principal.
5. Using school equipment to create a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) or to transmit the likeness, image, photograph, video or personally identifiable information about any employee, student, parent or parishioner is prohibited, except with the express permission of the principal.
6. Students may not permit or encourage any other individual or entity from creating a website or social media presence (i.e. Facebook, Twitter, LinkedIn, etc.) for the school, Archdiocese, or from photographing, video graphing, or otherwise creating the likeness or revealing personally identifiable information regarding any employee, student, parent or parishioner for commercial purposes, advertising purposes, or for Internet transmission or posting, except with the express permission of the principal.

- 7. Students may not allow a non-employee or non-student to use a school computer, account or other equipment unless the person is specifically authorized to do so by the principal.
- 8. The school reserves the right to monitor student use of school computers including Internet use and e-mail use and content.

The confidentiality of electronic messages is normally respected. However, students have no expectation of privacy in their use of school-owned computers, the Internet, or e-mail. All messages composed, sent or received via electronic communication are and remain the property of the school/Archdiocese and as such may be reviewed with or without notice. These policies and measures are designed to protect both students and employees and to ensure the integrity of the electronic information systems used for educational and administrative purposes in this school.

Inappropriate use of SMS computers may result in a loss of access to use them as well as other disciplinary and/or legal actions.

**St. Matthew School
Student Technology Acceptable Use Policy Authorization**

The Technology Acceptable Use Policy as well as the following statement must be read and explained in appropriate terms to a student if he or she is too young and/or unable to read and understand it:

I have received training on appropriate use of technology and the Internet, and I have received, understand, and will abide by the Technology Acceptable Use Policy.

Student 1 Signature _____ Date: _____

Student 2 Signature _____ Date: _____

Student 3 Signature _____ Date: _____

Student 4 Signature _____ Date: _____

The following is required of all parent(s)/guardian(s) who wish to allow technology and Internet access for their child(ren):

I have read the Technology Acceptable Use Policy and this Authorization for Technology and Internet Access and understand and agree to the terms of this Policy and Authorization. I understand that Internet access is intended for educational purposes and that the Archdiocese and school prohibit the access of inappropriate materials and have filters and/or other software in place to keep some/most inappropriate material away from users, but that it is impossible for the Archdiocese and school to restrict access to all controversial and inappropriate materials. I will hold harmless the Archdiocese, school, their employees and/or agents from any harm caused by materials or software obtained or observed by my child via the Internet. I also agree, on my child's behalf, to the terms of the Technology Acceptable Use Policy. I hereby affirm my child's obligations pursuant to that Policy and this Authorization and accept all responsibilities and/or liabilities arising from my child's compliance or non-compliance with this Policy and/or use of the Internet. I have discussed the terms of this Policy and Authorization with my child, and I hereby request that my child be allowed access to technology and the Internet in school.

Parent/Guardian Signature

Date

Family Name (Please Print)