

## TECHNOLOGY ACCEPTABLE USE POLICY

The use of computers and the Internet provides great educational benefits to students. Internet access is provided to further the legitimate educational goals of this institution. Access to the internet and use of the computer is given as a privilege to students.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Saint Thomas Aquinas Academy.

- 1) I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer for non-academic purposes. I will keep my computer work area clean and will not eat or drink near a computer.
- 2) The computer, provided by the school, will remain within the school and will be stored in specified technology areas within the school during non-school hours, unless noted otherwise by specific staff members. If computers do go home, they should be used and taken care of in the same manner as at school.
- 3) Computers may be treated like student lockers. Administrators may review files and communications to maintain integrity and insure that users are using the computer responsibly. Users should not expect that files will always be prior, including Gmail and Google Drive Files.
- 4) The following are not permitted:
  - a) Sending or displaying offensive messages or pictures
  - b) Using obscene language
  - c) Harassing, insulting or attacking others
  - d) tampering with or damaging computers
  - e) Violating copyright laws
  - f) Using another's password
  - g) Trespassing in another's folders, work or files
  - h) Wasting limited resources (ex: printer paper, ink)
  - i) Employing the computer for personal, commercial or non-academic purposes
  - j) Circumventing security measures on computers
  - k) Revealing the personal information of yourself or any other person without appropriate prior approval
- 5) Any damage caused to the computer during student possession and/or usage deemed not faulty of the manufacturer will be charged accordingly as decided by the Technology Coordinator, Business Manager and Principal of STAA.
- 6) Any attempt to violate the provisions of this agreement will result in a loss of technology use, suspension from school or other disciplinary and/or monetary action deemed appropriate by STAA personnel.

**SAINT THOMAS AQUINAS ACADEMY  
STUDENT/PARENT/GUARDIAN ACCEPTABLE USE AGREEMENT**

By our signatures below, we acknowledge that we have read and understand the policies and expectations of the Saint Thomas Aquinas Academy Acceptable Use Policy.

USER:

I understand and will abide by the Saint Thomas Aquinas Academy Technology and Acceptable Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or disciplinary action may be taken.

PARENT/GUARDIAN:

As the parent/guardian of this student, I have read the Saint Thomas Aquinas Academy Acceptable Use Policy and I understand that the computer and Internet is for education purposes. While the staff and other personnel will restrict access to many web locations, I am aware that it is impossible for the school to restrict access to all controversial materials. I understand there could be disciplinary and/or monetary action if the student does not follow these guidelines set for the acceptable use of technology.

Student #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #3 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #4 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student #5 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

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