

# SMS Technology Acceptable Use Policy K-6 – 2024-25 SY

MISSION STATEMENT: To promote diversity and personal growth in technology, information research skills, and communication skills.

STUDENT RESPONSIBILITIES: (Please initial each item. These pertain to both our computers and iPads.)

- \_\_\_\_\_ 1. I will always use a computer in such a way that shows consideration and respect for others.
- \_\_\_\_\_ 2. I will not send e-mails or attachments that are offensive or threatening.
- \_\_\_\_\_ 3. I will not interfere with the computer work of others.
- \_\_\_\_\_ 4. I accept the responsibility of keeping copyrighted software from being entered on school computers.
- \_\_\_\_\_ 5. I will not copy software.
- \_\_\_\_\_ 6. I accept the responsibility for all materials received or sent through the network and the Internet.
- \_\_\_\_\_ 7. I will not send or receive material containing pornographic material, inappropriate information, or text-encoded files that are potentially dangerous to the integrity of the hardware connected to the network.
- \_\_\_\_\_ 8. I will not alter a computer setup or system configuration.
- \_\_\_\_\_ 9. I will not download games, videos, or other non-educational files. Non-educational games/videos will not be played on any computer
- \_\_\_\_\_ 10. I will not participate in or access chat rooms.
- \_\_\_\_\_ 11. I will not subscribe to lists through e-mail or participate in spamming.
- \_\_\_\_\_ 12. I understand that all electronic files are subject to review by the administration.
- \_\_\_\_\_ 13. I have the responsibility to report violations stated above to a faculty member or an administrator.
- \_\_\_\_\_ 14. I realize that all rules involving plagiarism will apply to technology.

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ACCOUNTABILITY: I understand that failure to follow these rules will result in disciplinary action in accordance with the Parent/Student Handbook.

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

I have read the rules governing the use of St. Mary's computers/iPads and I understand my child's use of these computers/iPads will be subject to these conditions.

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

## TECHNOLOGY DEFINITIONS:

Plagiarism: To use someone else's words/work and say it is yours.

Attachments – any file that is sent with electronic mail.

Copyrighted Software – programs which have been purchased and contain a copyright; usually referring to one purchased application per computer/iPad or restricted by the number of licenses purchased.

E-mail – messages created, sent, or received by computers.

Internet – a collection of public, worldwide networks including universities, schools, private and public organizations, and other networks.

Network – a collection of individually controlled computers/iPads, printers, modems, and other electronic devices which are interconnected so that they can all communicate with each other.

Spamming – sending annoying or unnecessary messages to large number of people.

Text-encoded files – computer code added to word-processing documents, files, or applications. Commonly referred to as viruses, these codes usually are attached to files for the purpose of altering files and computer hardware setup.

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St. Mary's School Website

Our website is website: <https://www.stmarystracy.com>

We are pleased to offer you the school lunch menu & activity calendars, updates and notes of interest, classroom schedules, spelling words and activities, SCRIP information, fundraising updates, and other miscellaneous information on the SMS website during the academic school year. Please check it out and keep up on all that is going on at St. Mary's School.