

**St. Madeleine Sophie School Student Technology
PERSONAL ELECTRONIC USAGE STANDARDS**

General Usage Requirements

- The use of technology is a privilege that can be revoked. Inappropriate use or neglect of technology can result in limits to, or loss of use, of devices.
- *Due to the diverse age and maturity levels in the extended day population, all material viewed or used at school must be appropriate for all students (e.g., games rated E and of a non-violent nature)*
- *No devices or attached headphones shall be visible or in use during the school day. During the school day, devices must be put away or stored in the classroom.*
- File-sharing that violates copyright laws, including downloading music, is not permitted. Any music or other commercial files downloaded must be legally owned by the student user or the school.

General Handling and Required Care of Electronic Devices

- For your own health, when using the device, it should be kept at least 18 inches from your eyes and the screen should be at a lower level than your eyes.
- Do not insert foreign objects (paperclips, pens, etc.) into the ports (openings) on devices.
- There should never be any food or drink around devices (devices should be stored during snack).

Internet Rules and Expectations

- St. Madeleine Sophie School's Extended Day Acceptable Use Agreement (AUA) must be followed at all times. (See attached.)
- Any attempt to bypass or disable campus network security, filtering, or similar functions is considered a direct violation of the school's AUA and this agreement.
- If you unintentionally link to an inappropriate web site--close the site, note the date and time of the incident, and report it to your teacher immediately so your teacher can take corrective measures.
- It is our policy that all activity conducted on the St. Madeleine Sophie network may be tracked and monitored

ST. MADELEINE SOPHIE SCHOOL
Extended Day Personal Electronic Internet Acceptable Use Agreement

Internet Understandings – Users are expected to abide by the terms, conditions, and regulations as attached.

I understand the importance of being polite and refraining from sending abusive or offensive messages to others.

I understand that accessing the Internet is a privilege.

I understand that if assigned an Internet password, good security practices dictate confidentiality at all times. I will not share with anyone.

I understand that electronic mail (e-mail) is not guaranteed to be private. People who operate the system may gain access to all mail.

I understand that I must not reveal my personal address, phone number, or those of others over the Internet.

I understand that I will be financially responsible for any unauthorized commitments I make through the Internet.

I understand and respect the right to acknowledgment, the right to privacy, and the right of all authors and publishers to determine the form, manner and terms of publication and distribution of works in any medium.

I understand that in order to assure system wide security, each user of shared computer resources must follow designated security guidelines.

I understand that actions I may take such as plagiarism, invasion of privacy, unauthorized access, violation of copyright laws as well as other illegal activities may be grounds for disciplinary and/or appropriate legal action.

**EXTENDED DAY (GRADES K-5) STUDENT AND PARENT
PERSONAL ELECTRONIC ACKNOWLEDGEMENT**

Student: *Please read the following with a parent/guardian before signing:*

- I agree to comply with the St. Madeleine Sophie Acceptable Use Agreement.

- I understand that my electronic device must remain stored and out of sight for the entirety of the school day.

- I understand that I may lose device privileges as a result of my inappropriate behavior, usage, or neglect. I understand that not all games, etc. I may have on my device are appropriate at school.

Student Name/Signature: _____

Date: _____

Parent/Guardian: *Please read the following before signing:*

- I have read the St. Madeleine Sophie Usage Standards and Acceptable Use Agreement for Internet Usage.

- I understand the procedures and requirements to which my student must comply, including the St. Madeleine Sophie Acceptable Use Agreement.

- I understand that, while staff will be monitoring students' use, I need to have a discussion my child about what is appropriate for use at school in a diverse group.

- I accept responsibility for a lost or stolen device and financial responsibility of any damage that may result from my student bringing his/her devices to school.

- I understand that my student may lose his/her device privileges as a result of inappropriate behavior, damage, or neglect.

(Please check where appropriate)

_____ I consent for my child to bring his/her electronic device to the extended day program.

_____ I consent for my child to have access to the WiFi at school.

Print Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____