

Student / Staff Name (first and last) _____

Grade _____

Advisor/Homeroom Teacher _____

St. Mary's Academy
Internet & Technology Acceptable Use Agreement
2016-2017

The Agreement

St. Mary's Academy's intention in providing Internet and email access is to allow students and faculty to expand their search for information and to enhance the education process.

The Acceptable Use Policy outlines the terms and responsibilities that the user agrees to follow when using SMA online resources. This policy also applies to the use of personal computer devices when connecting to the SMA network.

Terms and Responsibilities

The St. Mary's Academy (SMA) network consists of the computers, mobile devices, peripherals (including, but not limited to, printers, copiers, scanners, CD-ROM and digital cameras, external HDDs), software, the internal data network, and the connection to the Internet.

The use of this service should be directed toward education and career or professional development activities. Educational purpose includes classroom and work activities, and career development activities to develop skills in technology.

All SMA computer equipment is the property of St. Mary's Academy and should be treated with respect and care. Food, drinks and other liquids should be kept away from all computers, electronic equipment and peripherals. Users will be held accountable for damage resulting from negligent or inappropriate use.

All users of SMA network services are expected to act in a reasonable, ethical and legal manner in accordance with the rules of SMA, the mission and purpose of the network, and the laws of Colorado and the United States.

SMA reserves the right, at all times, to review email and data files to make sure all policies are being followed.

Violations of this policy may result in a user's loss of access, and review of the situation by the school's administrators to determine the appropriate consequence.

3rd Party Terms, Conditions and Privacy Policies

Third party software (including but not limited to Google Apps for Education, BrainPop, PCR, etc) used by SMA students, faculty and staff have their own Terms and Conditions and Privacy Policies. SMA partners with software developers that comply with FERPA (Family Educational Right and Privacy Act) and/or COPPA (Children's Online Privacy Protection Act) and by signing this agreement you are expected to abide by those terms and conditions and consent to the data collection and distribution outlined in the respective privacy policies.

User Guidelines

All SMA users are expected to understand and practice email etiquette, especially when sending messages, to ensure they go only to the intended recipient(s), are not broadcast inappropriately, and can not be misinterpreted.

For safety of all SMA users, do not give out home phone numbers, addresses or other personal information to anyone. Do not give out names, addresses, phone number or information about any St. Mary's Academy students or staff. If SMA users feel there is a problem or are uncomfortable with information being received they should notify a principal or administrator immediately.

SMA users need to think carefully about what and how something is said. Be respectful in all communications. Remember that all SMA users represent St. Mary's Academy when on the Internet.

SMA Accounts

SMA will provide faculty, staff and student accounts appropriate to their role on campus including but not limited to GoogleApps (email, Drive, etc.), the online student information system and the SMA network. SMA users are responsible for their accounts. SMA users are expected to respect the privacy of all other users' accounts. To protect accounts, keep passwords private. SMA users are expected to change passwords yearly.

SMA will not be responsible for any inconveniences suffered following loss of data resulting from delays, non-deliveries, mis-deliveries of service, or interruptions caused by negligence of any kind.

Inappropriate Uses

SMA users will not misuse the online resources of St. Mary's Academy. Misuse shall be considered the use of any resources that interfere with the school's educational and administrative purposes. Inappropriate uses include, but are not limited to, the following:

Please initial each item below, signifying that you understand each statement:

- Accessing or attempting to access another user's account(s), intentionally or otherwise, without permission _____
- Accessing or distributing abusive, harassing, libelous, obscene, offensive, profane, pornographic, threatening, sexually explicit or illegal material _____
- Developing or using programs that harass other users or infiltrate a computer _____
- Communicating with others in a disrespectful manner _____
- Sharing passwords or usernames with other students _____
- Downloading or using files from the Internet for which permission to download has not been granted (e.g. image files, MP3s) _____
- Participating in Internet-based chat programs that are not a part of educational programs _____
- Using instant messaging on a school computer on campus in a manner not connected to a school-related project or program _____

- Posting information (text, video or photos) online (on stmarys.academy, Google Apps for Education or other Internet resources) about members of the SMA community without their permission _____
- Sharing confidential information on our servers. Email messages are not guaranteed to be safe or private _____
- Taking ideas or writings of others and presenting them as if they were their own. Plagiarism and copyright infringement is prohibited _____
- Transmitting, storing or presenting any copyrighted information data or material in violation of federal, state or county law _____
- Posting chain letters or passing chain letters via email _____
- Attempting to disrupt the SMA network or devices or destroying data accessible through SMA by spreading computer viruses or by any other means _____
- Attempting to circumvent any URL filtering or access control by the use of any network tunneling protocol, obscuring hardware or software including but not limited to proxy servers, Tor browser and/or VPN _____

Signature

The subscriber agrees to indemnify and hold St. Mary's Academy harmless from any claims resulting from the use of the service which damages the subscribing user or any other party. St. Mary's Academy will be the sole arbiter as to what constitutes a violation of this provision.

I have read the SMA Acceptable Use Agreement. I understand and will abide by the stated Terms and Responsibilities. I further understand that violation of this agreement is unethical and that the violation may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and school discipline and/or appropriate legal action may be taken.

This agreement becomes effective on the date it is signed and no later than August 31, 2016.

Student / Staff Name _____ Parent Name _____

Student / Staff Signature _____ Parent Signature _____

Date _____

Please return signed copy to school.