

# **OUR LADY OF MOUNT CARMEL SCHOOL**

## **STUDENT TECHNOLOGY CONTRACT GRADES 3- 8**

Our Lady of Mount Carmel School believes in using technology with students on a “guided- use” basis. “Guided-use” is defined as using technology in connection with **teacher-directed activities**.

The use of technology at this school is a privilege, not a right. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The administration will make all decisions regarding whether or not a user has violated these procedures.

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### **I AM RESPONSIBLE FOR MY COMPUTER ACCOUNT. This includes but is not limited to:**

- I will not give my password to anyone.
- I will only take my assigned numbered equipment and will be responsible for that numbered item at all times.
- I will log on to my school Google account whenever using a Chromebook.
- I will log off from my account when I am finished and will return all equipment to its designated slot and connected chargers.
- If my assigned equipment is broken or unavailable, I will follow school procedure for using alternate equipment.
- I will only use my school-provided Google account during school hours.
- I understand my school Google account password must always be the original password provided by the school and that teachers and administrators have permission to access my school Google account if necessary.
- I will make my computer’s history available to a teacher when requested; I understand that if my history is cleared, a consequence may occur.

### **I AM RESPONSIBLE FOR HOW I INTERACT WITH OTHER PEOPLE ONLINE. This includes but is not limited to:**

- I will not write anything mean or hurtful to or about another person.
- I will not be a bully or make fun of anyone.
- I will not “bother” any person online or by text message.
- I will tell a teacher if I see anything hurtful about another student online.
- I will only use language on the Internet and in my school email that I would use in the classroom with my teacher.

### **I AM RESPONSIBLE FOR MY USE OF *Our Lady of Mount Carmel School’s* NETWORK. This includes but is not limited to:**

- I will not look for web pages with pictures, words, or sounds that are not appropriate.
- I will not look for web pages or documents about sex, violence, or weapons.
- I will not download any files, including music and video files, unless a teacher gives me permission.
- I will visit only teacher-approved sites and use those sites appropriately when using the Internet.

### **I AM A RESPONSIBLE MEMBER OF MY SCHOOL WHEN I AM ONLINE. This includes but is not limited to:**

- I will responsibly use applications, software and programs required to complete assignments/projects.
- I will not publish or post any media with a negative or offensive connotation (writing, photos, audio, video, etc.) online.

**(OVER)**

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**I AM RESPONSIBLE FOR BEING HONEST ABOUT WHO I AM ONLINE.** This includes but is not limited to:

- I will not pretend to be anyone else online.
- I will not send email, create an account, or post any words, pictures, or sounds using someone else's name.
- I will not use another person's login name or password.

**I AM RESPONSIBLE FOR PROTECTING THE SECURITY OF *Our Lady of Mount Carmel School's* NETWORK.** This includes but is not limited to:

- I will not change security settings or install any software on school computers without permission.
- I will not use a phone, personal laptop, or any electronic device in school without a teacher's permission.

**I AM RESPONSIBLE FOR PROTECTING *Our Lady of Mount Carmel School's* PROPERTY.** This includes but is not limited to:

- I will not break or destroy any computer equipment on purpose.
- I will not modify the appearance or operation of any technology and/or equipment.
- I will show respect to all devices by using them with clean hands.

**I AM RESPONSIBLE FOR PROTECTING OTHER PEOPLE'S PROPERTY ONLINE.** This includes but is not limited to:

- I will not "plagiarize."
- When I use information from a website, I need to let people know where I got the information.
- I will obey copyright laws and will not download words, pictures, video, or music that belongs to someone else.

*I understand that I may use the Internet only when authorized and must abide by the conditions of the **Archdiocese of San Francisco Internet Acceptable Use Policy**. I further understand that if I violate any of the rules stated above or perform any other disruptive technology-related actions, I will be subject to loss of technology privileges, will receive a written note, and may be subject to further administrative discipline actions. Violations may result in suspension. I also understand that I may be financially responsible for the repair or replacement of stolen or abused hardware or materials.*

**Student FULL name (print)** \_\_\_\_\_

**Student Signature** \_\_\_\_\_

**Parent Name** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**DEVICE #(s)** \_\_\_\_\_

Our Lady of Mount Carmel School accepts no responsibility for portable electronic devices lost or stolen on school property. Students who choose to carry such devices do so at their own risk.