

Acceptable Use of Technology Policy

Please note: No student will have access to school technology until this agreement is signed by a parent and the student(s) and is submitted to the school. A copy of this document will be made available to you.

Computer, Chromebook, iPad, network, and internet access is a privilege available to students at South Olive Christian School. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so that students are aware of the responsibilities required to use this technology. Please read this document carefully. Computer, Chromebook and iPad use may be revoked if a student does not adhere to the guidelines below.

1. **Acceptable Use:** My use of computers, Chromebook, iPad, the internet, and the school network must be in support of education and research within the educational goals and objectives of South Olive Christian School. Transmission of any material in violation of any U.S., state, or school regulations are prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers, Chromebooks and iPads and computer peripherals such as scanners, printers, cameras, as well as the use of school network services such as the Internet, school email accounts, and network file folders. Students should have no expectation of computer, Chromebook and iPad privacy, as the school may monitor computer, Chromebook, iPad, email, and internet use.
2. **Personal Responsibility:** As a member of my school community, I will accept responsibility for proper use of school technology and for reporting any misuse of technology. My use of school technology will meet the guidelines below:
 - a. I will always respect the privacy and dignity of students and teachers and I will not use another user's password.
 - b. I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school but disrupt the school's educational process may be subject to school consequences.
 - c. I will respect school equipment, including an absence of vandalism or computer viruses.
 - d. I will only use software that is pre-approved by South Olive Christian School.
 - e. I will respect the protection of the computers, Chromebooks, iPads, and network system by not downloading any software onto any South Olive computer, Chromebook or iPad. I will report anyone I see doing so. I am responsible for exercising good judgment regarding appropriate use of the school's resources in accordance with the school standards and guidelines. Certain programs may interfere with the authorized programs on the computers, Chromebooks and iPads or may introduce a form of malicious computer software into the school network.
3. **Internet Safety:** South Olive Christian School provides filtered access to the Internet on nearly all school computers, Chromebooks and iPads, but to ensure my safety on the Internet, I will follow the guidelines below:
 - a. I will not give out on the internet any personal information for myself or anyone else, such as full name, phone number, or address.
 - b. I will not correspond or meet with someone through the Internet without the pre

approval of a teacher.

- c. I will only access or download sites appropriate for school classes or activities.
- d. I will protect the computers, Chromebooks, iPads and network system by not downloading material from any unauthorized sites.
- e. I will immediately report any technology use that makes me uncomfortable or violates school policies.

4. **Email Safety:** I will follow the guideline below when using school computers, Chromebooks, iPads, or school email accounts (if given):

- a. I will only use a school-provided email account when using email at school. Other email accounts and all instant messaging and chat rooms are prohibited.
- b. I will not open electronic junk mail or junk newsgroup postings, messages that are unsolicited, unwanted, or irrelevant on school computers, Chromebooks or iPads.
- c. In the event of a school-provided email account, I will adhere to all of the aforementioned guidelines in this Acceptable Use Policy when using a school provided email account at school or another location. South Olive Christian School actively filters and monitors school-provided student email accounts regardless of whether the account is accessed from school or another location and may view messages sent through school provided emailed accounts.

I understand and agree to the provisions and conditions of this contract.
Both student(s) *and* parent *must* sign and return this form to the school office.

Student Name: _____ Grade: _____
____ Student Signature: _____

Student Name: _____ Grade: _____
____ Student Signature: _____

Student Name: _____ Grade: _____
____ Student Signature: _____

Student Name: _____ Grade: _____
____ Student Signature: _____

Parent Signature: _____ Date: ____/____/____