



## St. Edmund's Academy TECHNOLOGY AGREEMENT (GRADES 4 – 8 ONLY)

All students in St. Edmund's Academy in **grades 4 through 8** must read and sign the agreement regarding the appropriate use of the new technologies. Parents, too, must read and sign this agreement.

Statements of Ethics and Expectations: The St. Edmund's Academy computer network offers students extraordinary opportunities to access and explore the information age. With this ability, however, comes responsibility. When using any aspect of the computer lab or its related network and systems, students must abide by those guidelines established in the school's Information and Guidelines Publication. These additional guidelines must also apply to conduct when using the computer facilities.

Hardware: Students will treat all parts of the computer system with respect, including the workstation, mouse, keyboard, wiring, and printers. Should a student discover any damaged equipment he or she should report it immediately to a teacher. If a student intentionally damages a piece of equipment, the act will be considered vandalism and the student will be held financially responsible for the replacement costs.

Software: Students will use the computers without intentionally altering the systems settings, software applications, preferences, folders, or files.

Campus Network: Students using the campus network are expected to use only his/her own files and other public folders. Should a student find a computer with someone else logged onto it, the student will log that person off without looking at, copying, moving, or altering in any way the open files. These files are private and will be treated as such.

Internet: St. Edmund's Academy cannot guarantee 100% that a student would not be able to find inappropriate sites on the Internet. For that reason, students will follow the same guidelines of conduct that are the expectations for daily activities. No student should intentionally visit any site that contains inappropriate sexual content, abusive language, explicate violence, or any other items which may contradict the student Guidelines. Because the Internet allows for the exchange of information, students must not give out any personal information over the Internet. The only acceptable information that they may divulge is his/her first name. Any communication that the student takes part in must be of an honest nature. The student must not in any way intentionally misrepresent himself or herself, lie, or communicate in a "hurtful" manner. This holds true for any e-mail exchanges. Any information that is obtained from the Internet or a CD must be properly cited if it is to be used in student work. If the information is not cited, it will be considered an act of plagiarism and intellectual dishonesty.

Consequences: A violation of any part of these guidelines will result in the loss of computer privileges for no less than three weeks. Should a student violate this agreement a second time far more serious consequences will result, including the possibility of suspension or expulsion. In all such matters, the decision of the Headmaster is final.

We have read the above document and understand and agree to the conditions stated therein.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE RETURN THIS FORM BY JUNE 1<sup>ST</sup>**