

TECHNOLOGY USE AGREEMENT



St. Paul's Choir School is pleased to offer student's access to the Internet from computers in the computer lab and in the classrooms. The school policy requires the ethical use of the Internet and related technologies by all users – teachers, students, employees, and parents – at all time within the school. Every user is personally responsible for his/her actions in accessing and using the school's computer resources. Conditions and regulations governing acceptable use are set forth below.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Paul's Choir School:

- The use of the Internet and related technologies must comply with the applicable rules for these networks; be in support of education and research; be consistent with the mission of the school, and conform to the particular rules established by St. Paul's Choir School.
- I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
- I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. Plagiarism, borrowing or reuse of material without proper and accurate acknowledgement; use for political or commercial purposes, or product advertisement and transmission of materials in violation of any U.S. or state codes (for example, material protected by copyright.) I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
- Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser. As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
- Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.
- The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.



STUDENT USER'S AGREEMENT

Rules and Code of Ethics for St. Paul's Choir School Computer Users

I have read the St. Paul's Choir School Technology Use Agreement, and I agree to abide by its conditions in all of my work with computers while attending the St. Paul's Choir School.

I specifically pledge that I will:

- Respect the copyright laws protecting software and not make unauthorized copies of software found on school computers;
- Respect the privacy of other people and not copy, change, read, or use another person's files without that person's prior permission;
- Not attempt to gain unauthorized access to system programs or computer equipment;
- Not download information onto any hard drive of any St. Paul's Choir School computer without the explicit permission from the computer's designated overseer.

I understand that violations of the Policy or the User's Agreement will be dealt with seriously and may result in the revocation of access privileges, disciplinary action, and/or legal action as appropriate.

Student Signature

Date

*I/We, the parent(s) of _____
have read and discussed the Technology Use Agreement with our son, and we give our
permission for him to use the school computers in accordance with these policies.*

Parent Signature

Date