

(School Name) adheres to the Archdiocesan of Kansas City in Kansas Acceptable Use Policy outlined below and requires parents/guardians and students to agree in writing to the terms and conditions of the policy.

Before students will be allowed to use the (School Name) computer network, this agreement must be signed and returned to school. Parents and students are responsible for any monetary expenses incurred by intentional or negligent damages to computer hardware or software caused by the students.

Archdiocesan of Kansas City in Kansas Acceptable Use Policy for Computers

Computers are used to support learning and to enhance instruction. Computer networks allow people to interact with many computers and people. It is a general policy that all computers used through (School Name) are to be used in a responsible, efficient, ethical, and legal manner.

The use of computers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, faculty and staff may deny, revoke, or suspend user accounts at any time. The System Administrator will deem what is inappropriate use and may close an account as required.

All students are expected to abide by basic rules of computer etiquette. These include but are not limited to the following:

- A. Be polite
- B. Use appropriate language
- C. Always cite your source when using electronic resources
- D. Keep all computer areas clean and free of food and drink
- E. Never use a computer to harm other people, or enter into their files
- F. Treat computer hardware or software with respect
- G. Do not give out personal information

Failure of students to adhere to computer policy and guidelines for the use of (School Name) computers, as described below, will result in the loss of individual access privileges. Unacceptable uses of computer hardware and software are:

- A. Copying commercial software in violation of federal or international copy write laws.
- B. Using profanity, obscenity, or other language that may be offensive to other users.
- C. Using Sacred Heart's computer network for commercial gain or illegal activity.
- D. Users giving their password to another user.
- E. Unauthorized inspection, alteration, deletion, publication, copying, or tampering with files.
- F. Use or downloading of any software, online service, or other media, without the permission from the supervising teacher or network administrator.
- G. Removal of any piece of (School Name) Computer equipment, hardware or software, from its designated place, without permission.
- H. Intentional access of an inappropriate web site.

These rules will apply:

- A. Students will follow teacher directed procedures at all times.
- B. The person to whom an account is issued is responsible at all times for its proper use.
- C. Vandalism will result in the cancellation of all privileges. Vandalism is defined as a malicious attempt to harm or destroy data of another user, computer or network attached to the (School Name) computer network.

All terms and conditions as stated in this document are applicable to (School Name). These terms reflect the agreement and understanding of all parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Kansas and the United States of America.

I have read and understand the terms of the Archdiocesan of Kansas City in Kansas Acceptable Use Policy.

Student Signature

Date

Parent/Guardian Signature

Date