

Lower School

St. Michael's Episcopal School

Acceptable Use Policy for SCHOOL COMPUTERS AND NETWORK

Students are welcome to use computers in their classrooms, the library, and the computer lab for **educational** activities. Students may be subject to disciplinary action if they do not follow these rules.

1. Students should not alter **any** computer configuration without permission.
2. Students should not download any software or content without permission.
3. Students must have a pass to use the library or lab computers study hall or other non-class times.
4. Students may not restart any computer without permission.
5. Students must ask Mrs. Wise for permission to use the lab computers.

When using the Internet, please remember:

1. Never give out personal information such as your name, address, phone number or password.
2. Do not pretend to be someone you are not.
3. Respect others; discuss ideas **not** personalities.
4. Be courteous and treat others online with respect. Never use bad language.
5. Stay safe . . . never make plans to meet an 'online' friend in person.
6. Never accept things from strangers such as e-mail, files, links or website addresses.
7. Do not post things online that do not belong to you, including photos and copyrighted material.
8. Use of the Internet at school is for educational purposes only.

Students and all community members must respect the honor, dignity and privacy of others and the intellectual property of others and of the school at all times. They may not publish

- a. identifiable names or photos of other students or community members;
- b. any personal information about other students or community members; or
- c. any proprietary school information, including photos of the school on **any** public media (including, but not limited to IM, blogs, Instagram, YouTube, Facebook, Twitter, etc.) without first obtaining the written permission of **all** those involved.

If you have a question about these rules, ask a teacher for help.

We agree to follow these rules.

Student signature & date

Parent signature & date