

# Holy Trinity Episcopal Day Middle School Student Acceptable Use Policy

## **Purpose**

*This Acceptable Use Policy (AUP) is designed to help guide Holy Trinity students in their usage of the computer and the Internet. The following guidelines have been created to ensure that all students use technology in a responsible and productive manner.*

## **Student Responsibilities**

- To understand all policies and procedures with regards to responsible computer and Internet usage
- To report any improper usage of the computer or the Internet to a teacher or supervisor
- To respect all school technology equipment
- To respect the inherent limitations of teacher monitoring; if you come across inappropriate material you will alert a teacher immediately

## **Teacher Responsibilities**

- Teachers will actively monitor student usage of computers and/or technology
- Teachers will make every effort to direct students to age and topic appropriate sites
- Teachers will actively monitor student initiated search activities and guide students as they work towards becoming independent and responsible internet users
- Teachers will provide guided practice and will model responsible and acceptable uses of the computer and the Internet

## **When Using HT Computers, Students are Expected to:**

1. Search the Internet for research and/or any information intended for educational purposes
2. Use HT software (Word, Excel, PowerPoint etc ...) for educational purposes
3. Protect private information such as your phone number, address, and passwords
4. Use appropriate language
5. Obey all copyright rules and regulations
6. Report any content that may be inappropriate
7. Use age appropriate games (during indoor recess ONLY) and websites at all times

## **When Using HT Computers, Students are Prohibited From:**

1. Sending or receiving personal emails
2. Visiting social networking sites such as [www.myspace.com](http://www.myspace.com) or [www.facebook.com](http://www.facebook.com)
3. Trespassing in other students' files, folders, or work
4. Visiting or linking to websites that contain offensive or vulgar material
5. Attempting to gain unauthorized access to files or folders
6. Using the account password or information of someone other than yourself
7. Deleting or altering another students work
8. Accessing, sending or partaking in email or Internet chatrooms
9. Partaking in Cyber-bullying or other behaviors deemed unacceptable by Holy Trinity standards
10. Printing without a "printing pass"

## **Student Agreement**

I have read the Acceptable Use Policy and understand my responsibilities in using the computer and the Internet at Holy Trinity Episcopal Day School. I also understand that failure to adhere to these rules may result in loss of computer privileges and/or other disciplinary actions.

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

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Grade: \_\_\_\_\_

## **Parent Agreement**

I have read the Acceptable Use Policy with my child, and we have discussed the need for trust and responsibility in using technology. I therefore give permission for my child to use Holy Trinity technology, including Internet access, and understand that misuse by my child will lead to disciplinary action.

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Thanks to the following resources for greatly influencing the content of Holy Trinity's Acceptable Use Policy:

<http://www.rockypointschools.org/aup.html>

<http://www.mcdonogh.org/formengine/forms/114.pdf>

[http://www.pgcps.pg.k12.md.us/~marlton/acceptable\\_use\\_policypgcps.pdf](http://www.pgcps.pg.k12.md.us/~marlton/acceptable_use_policypgcps.pdf)

<http://www.mcps.org/admin/stuserv/6-12.pdf>