

## Technology Acceptable Use Policy

All technology users at **St. Mary's Preparatory** must agree to the following:

- That the purpose of technology use at St. Mary's Preparatory is for educational or work purposes.
- To not create, retrieve, view, transmit or publish - by any means - any vulgarities, threats or obscene or otherwise inappropriate material.
- To not use the technology resources of the St. Mary's Preparatory for my personal or commercial financial gain.
- To not access or attempt to access applications or systems which have been restricted by the administration of St. Mary's Preparatory.
- To not use any of the technology systems to violate any laws or rules in the employee or student handbook.
- To not violate any copyright laws. This includes sharing, installing, recording or distribution of copyrighted software, audio and video media.
- To not install, download or use any software brought in from outside sources.
- To not reveal any personal information about others or themselves to anyone on the Internet.
- To not use anyone else's ID or password nor use a computer that another user is logged in to.
- To not share password with anyone else. It is understood that if the user shares their password and someone else uses it, even without the owner's permission, the password owner will be held responsible for any actions as if they were their own.
- To not harm or destroy any hardware, software, or data that belongs to the St. Mary's Preparatory and its constituents. It is understood that the user may be held financially responsible for damages if he/she vandalizes any of the school's technology systems.
- To not use any technology in such a way that it would disrupt the use of technology by others.
- To not knowingly attempt to disable, evade or defeat the St. Mary's Internet filtering software. To abide by the policies and guidelines of St. Mary's Preparatory which concern all aspects of staff or student privacy and Internet safety.
- It is understood that St. Mary's Preparatory has a right to monitor Internet activity and review any files, data or information stored on, scanned or printed using the St. Mary's technology resources and to report misuse to the headmaster or his/her designee.
- That the St. Mary's Preparatory, its sponsors, staff, administration and all organizations, groups and agencies with which St. Mary's Preparatory is affiliated cannot be held liable for any and all claims of any nature arising from my use or inability to use the technology resources.
- It is understood that this policy is in effect at all times including: remote or direct access, on or off school premises.

Students Signature \_\_\_\_\_

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

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