

**St. Mary Acceptable Use Policy  
2011-2012**

Dear Parents,

It is both an honor and a pleasure to have the opportunity to interact with and teach the 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students at St. Mary School. Your children will engage in a variety of technology ventures this year in order to appeal to different learning styles, to augment the curriculum, and to prepare the children for high school. For more details, please visit my website at <http://www.teacherweb.com/OH/StMarySchool/AnnBuehler/h0.stm>. If you have any questions, concerns, or comments, please feel free to e-mail me at [abuehler@smshp.com](mailto:abuehler@smshp.com) or leave a message for me via the St. Mary hotline (533-5500 X8318). I thank you in advance for sharing your children with me and for the privilege of working with your children this year. What a wonderful year we will have!

St. Mary School feels fortunate to have one of the best technology programs in the city, offering students a myriad of resources and options. St. Mary believes it is a privilege to use these resources. St. Mary has an AUP to insure every student's safety, to insure maximum benefit from the use of SMS technology, and to insure that each student enjoys his/her time while using SMS technology. Additionally, the AUP is implemented to prevent as many technical issues as possible. Please review the following technology contract with your child. It is important that these rules are clearly understood and followed.

Speaking of a myriad of resources and privileges, students at St. Mary often use laptops. Students should report any damage to laptops as soon as the student opens his/her laptop. Students that vandalize laptops will be required to pay for the repair. This is usually keyboard damage due to misuse. The cost of replacing the laptop keyboard is \$50.00. Please be sure your child is aware of this policy.

In light of the current economy, St. Mary is asking that students be very careful when printing at school. Please emphasize the importance of printing projects and work one time. Also, whenever possible, assignments should be printed in draft, and homework assignments should be printed at home as often as possible. Printing in draft requires half as much ink. Students are taught how to do this at school. All homework assignments with graphics should be printed at home. Thank you very much for your cooperation with this matter.

The consequence for not abiding by the St. Mary AUP is suspension of all computer privileges for a period of 6 weeks for the first offense. After that, St. Mary has a *NO TOLERANCE* Policy, whereby the student is excluded from all computer use for the remainder of the school year. In either case, all classroom and/or computer assignments must still be completed; however, completion of such assignments must be accomplished without the privilege of utilizing school computers. All computer work completed in the name of St. Mary School, whether at school or at home, is governed by this policy.

Once again, please review and discuss the attached Acceptable Use Policy with your child, so that everyone understands the rules and the consequences of not following the rules regarding the use of technology at St. Mary. Please do not hesitate to contact me if you have any questions or concerns.

Your partner in education,  
Mrs. Ann Buehler  
[abuehler@smshp.com](mailto:abuehler@smshp.com)

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**Please detach and return the following to your child's homeroom teacher no later than Thursday, September 1, 2011. Thank you!**

I understand and will abide by the St. Mary Acceptable Use Policy. I understand that violating any part of this agreement will result in a 6-week suspension or exclusion from all computer use at St. Mary School. I understand that I am still required to complete all computer assignments on time.

Student's Name \_\_\_\_\_ (please print) Student's Signature \_\_\_\_\_  
HR \_\_\_\_\_ Date \_\_\_\_\_  
Parent's/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Grades 6, 7, and 8**

1. I will respect the computer property throughout the school. This includes the desktop computers in the computer lab, the laptop computers, and the desktop computers in my classroom and in all other classrooms throughout the school.
2. I will not eat or drink near a computer or run in a space where there are computers.
3. I will let my teacher know right away if a computer has any broken parts or if I see someone misusing a computer.
4. I will not vandalize any software or hardware.
5. I will not change any settings on my computer, including my wallpaper, my mouse settings, etc. without permission from my teacher.
6. I will not copy, change, read, or use anyone else's software or files without prior permission from the instructor.
7. I will not plagiarize or copy information from the Internet.
8. I will not access my e-mail without prior permission from the instructor.
9. I will respect others' right to learn.
10. I will not play games or access videos or e-mail while on the Internet during study halls.
11. When on the Internet, I will not give out personal information such as my address, telephone number, or the name and location of my school without my parents' or teacher's permission.
12. I will never send a person my picture or anything else without first checking with my parents or teachers.
13. I will tell my parents or teachers right away if I come across any information that makes me feel uncomfortable.
14. I will never agree to get together with someone I "meet" online without first checking with my parents. If my parents agree to the meeting, I will be sure that it is in a public place, and I will bring my mother or father along.
15. I will talk with my parents so that we can set up rules for going online. We will decide upon the time of day that I can be online, the length of time I can be online and appropriate areas for me to visit. I will not access other areas or break these rules without their permission.
16. I will not give out my Internet password to anyone (even my best friends) other than my parents.
17. I will be a good online citizen and not do anything that hurts other people or is against the law. I will not partake in cyberbullying.
18. I will not respond to any messages that are mean or in any way make me feel uncomfortable.
19. When on the Internet and/or when blogging, I will not send messages that contain inappropriate content or language.
20. I understand that I am responsible to pay for the repair of the laptop computer I use if I break it. I will not ride on the laptop carts, and I will carefully return my laptop to the proper shelf and plug it in with the correct power cord. I will be sure the power supply is carefully tucked away on the shelf in the cart.