

## **St. Gabriel School**

### **ACCEPTABLE USE POLICY**

*Students are expected to be responsible and respectful in using technology at all times.  
Students should follow Catholic values, the school rules, and the school wide learning expectations.*

#### **1. I will THINK BEFORE I POST:**

- Assume full responsibility for what I create, post, or repost using technology.
- Once something is posted or sent - it is out of my control.
- Do not post or create anything, inside or outside of school, that could negatively affect St. Gabriel School or the members of its community.
- Be polite, use appropriate language, and demonstrate acceptable behavior when posting comments, photos, images, videos, etc.
- “Inappropriate” includes anything that is considered mean, hurtful, harassing, obscene, hateful, racist, sexist, or discriminatory.

#### **2. I will TELL AN ADULT ABOUT ANYTHING THAT MAKES ME UNCOMFORTABLE:**

- Comments, photos, images, and/or videos that are inappropriate.
- Any form of cyber-bullying towards myself or others is unacceptable.

#### **3. I will NOT USE \*PERSONAL TECHNOLOGY AT SCHOOL and EXTENDED CARE:**

- \*Personal technology includes: mobile phones, iPods, iPads, tablets, laptops, chromebooks, hand-held gaming devices, digital cameras, video recorders, USB/flash drives, and any wearable technology with capabilities greater than time telling and fitness tracking (i.e. SmartWatches such as Apple Watch, Samsung Gear, etc.).
- I will obtain permission from a teacher to use personal technology for school-related projects.
- All devices should be turned off and kept in a backpack or stored in the classroom phone box.
- Any personal electronic device seen/heard will be confiscated and kept by the school for a length of time to be determined by the principal.

#### **4. I will FOLLOW ALL GUIDELINES FOR USE OF WEBSITES, APPS AND SERVICES:**

- ***St. Gabriel strongly discourages the use of any social media due to its addictive nature.***
- Students must follow the terms of service policies and minimum age requirements.
- Instagram, Snapchat, Facebook, YouTube, Twitter, Google+, gaming sites etc. have minimum age requirements of at least 13 years old. Students need to demonstrate honesty and responsibility.

#### **5. I will GO ONLY WHERE DIRECTED:**

- Visit only appropriate websites, apps, extensions, etc. that I am directed to by my teacher.
- Do not use any service that requires the use of a login without teacher permission.

6. I will **PROTECT PERSONAL INFORMATION**:

- Never give out personal information about others or myself while using technology.
- Only use logins and passwords assigned by a teacher.

7. I will **ONLY USE TECHNOLOGY TO COMMUNICATE WITH OTHERS AS PERMITTED**:

- Phone calls, texts, emails, posts, messaging, use of chat rooms, etc. during school hours are not allowed without permission from a teacher or the extended care director (during extended care hours.)
- If a person outside of school must be contacted, student should go to the clinic, office, or extended care director for assistance.

8. I will **TAKE CARE OF TECHNOLOGY HARDWARE**:

- Treat the technology hardware with care and be responsible for the computers, iPads, Chromebooks, mice, headphones, keyboard covers, etc.
- Leave iPads, Chromebooks, computers and computer work area ready for the next user.

9. I will **NOT CHANGE TECHNOLOGY SETTINGS**:

- Do not make any changes, additions, or deletions to any settings (hardware, applications, browser, desktop, folders/files, filters, passwords, etc.) without teacher permission.
- Do not download, upload, or print files without permission.
- Be respectful of other people's work. Never alter or delete someone else's files.

10. I will **REPORT TECHNOLOGY ISSUES IMMEDIATELY**:

- Tell a teacher if a device is broken or not working properly. Report changes to settings.

11. I will **DO MY OWN WORK & GIVE CREDIT WHERE IT IS DUE**:

- Do not plagiarize or copy creative work (including music, photos, art, writings, ideas, etc.).
- Always give proper credit where it is due by citing sources.
- Respect © copyrighted material by obtaining permission from the creator of the material.

12. I will **ASK FOR HELP** if I have any questions or concerns about using technology

**STUDENT AGREEMENT:** *I have read and discussed the St. Gabriel School Acceptable Use Policy. I promise to follow it at all times while using technology. I understand that if I choose to not follow any part of the policy, that my parents will be notified and appropriate consequences will be given to me.*

STUDENT NAME (print): \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ CLASS: \_\_\_\_\_