

**ACCEPTABLE USE CONTRACT FOR STUDENT TECHNOLOGY
CATHOLIC SCHOOLS AND PARISH EDUCATIONAL PROGRAMS**

The Diocese of Lansing, Department of Education and Catechesis encourages and strongly promotes the use of technology in the Catholic schools and parish catechetical programs of the Diocese. To ensure that students can make full use of the technologies available, all use of technology must have proper authorization and follow the diocesan, parish, and school terms, conditions and regulations for the use of Internet and other technologies including, but not limited to, computers, telephones, video, fax, and digital camera. These procedures apply to all computers/technologies whether located at school, parish center or office, home, or anywhere else.

1. I will not use a computer on school/parish grounds unless an adult is present.
2. I will follow the Diocese of Lansing's and the school and parish code of ethics for Internet and technologies.
3. I will use only authorized computer disks. I will not use a disk from outside the school or parish until it has been virus checked by the school and authorized for use in the school or parish.
4. I will respect the privacy of others. I will not use another's computer or computer disks without permission. I will not use another's password, file, or identity code. If I enter another's file or know that another person has, I will notify my computer teacher, principal or parish catechetical program leader.
5. I will respect my safety and that of others. I will not reveal my personal address or phone number through the use of technology. I will not allow another person to reveal my personal address or phone number through the use of technology. I will not reveal the name, address or phone number of others through the use of technology. I will not transmit or use photographs of others without their permission.
6. I will respect the laws of the United States, its individual states, and foreign countries in regard to copyrighted material; threatening, violent, or harassing material; obscene material, and material protected by trade secret.
7. I will not submit, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material; nor encourage the use of a controlled substance.
8. I will use technology in a way which preserves it and which is an acceptable use of it. I will not vandalize the school's or parish's or anyone's data, software, hardware or technological equipment. I will not enter into any financial obligation nor make any purchase through the use of school or parish technology.
9. I will attend and participate in one training session on acceptable use of the Internet and local area networks before I am granted the privilege of access.
10. Access and use of the Internet, local area networks, computers and other technologies is a privilege for the user.

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I have read and understand the contract for use of this privilege. I accept the terms, conditions and regulations of this contract and understand disciplinary action as set forth in the School Handbook.

Student User Signature

Date

Parent/Guardian Signature (I have read and support this student contract)

Date

Faculty/Staff Member Signature

Date

IHM-St. Casimir School

Lansing, Michigan