



## ALL ANGELS ACADEMY

### TECHNOLOGY ACCEPTABLE USE POLICY

Computers are integral to much that students do at school. Our Acceptable Use Policy outlines appropriate use of this technology. Each student must sign and return this agreement before using any school computer.

#### COMPUTER TECHNOLOGIES GENERAL USE POLICY STATEMENT

In accordance with the mission of the School, all computer technologies are to be used in a safe, responsible, efficient, ethical and legal manner. When used appropriately, the educational value of the tools and information that computer technologies afford students is enormous. The following information clearly outlines the acceptable (appropriate) and unacceptable (inappropriate) uses of computer technologies and equipment at All Angels Academy. Computer technologies users are held responsible for their actions at all times.

#### GUIDELINES

##### A. ACCEPTABLE USE

Acceptable use of computer technologies include activities that support learning and teaching, such as:

- Word processing
- Internet access
- Electronic mail use (for lesson related activity only, not for personal e-mail)
- World Wide Web research
- Desk top publishing
- Graph and graphics creation
- Spreadsheet design and use
- Multimedia development

##### B. UNACCEPTABLE USE

It is unacceptable to:

- Access without teacher permission any equipment, information, or resources
- Degrade or disrupt computer equipment or system performance
- Vandalize anyone's data
- Waste computer resources



- Use an account owned by another user
- Invade the privacy of individuals
- Post anonymous messages
- Use the internet for any illegal activity, including violation of copyright
- Use plagiarized or deliberately inaccurate materials from electronic sources
- Post personal communications without the author's permission
- Intentionally access or use abusive, profane, sexually explicit text or graphics
- Engage in any use contrary to the standards of the School
- Engage in instant message conversations

## **RISKS AND DAMAGES**

The School will not be responsible for any damages or expenses students incur while using its computers. Such damages may include loss of data resulting from delays, misdeliveries, or service interruptions, whether caused by the School's negligence or by a student's errors or omissions. All Angels Academy bears no responsibility for the accuracy or quality of information obtained through its computer services. Students use such information at their own risk. Users will be responsible for any repercussions, which may include civil actions or criminal charges, resulting from their activities.

**Please sign the Acknowledgement Form for Review of On-Line Documents.**

