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**Acceptable Use of Technology Resources**

Please review and discuss the following “Dos and Don’ts” with your child and sign the below form. Students will not be able to use technology resources at SJMS until a signed form is on file in the office.

**Do Don’t**

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| --- | --- |
| \*Take care of the technology equipment. | \*Have food or drinks around technology equipment. |
| \*Follow teacher or librarian instructions.\*Ask a teacher for help when needed.\*Use computers, printers, and other technology resources for school assignments. | \*Change or remove any settings, hardware, software, parts, or cables for computers, printers, or other technology resources: this includes Internet settings, restrictions, and toolbars. |
| \*Save your work to your own folder on the classroom server, flash drive, or Google Drive. I will not save it to the computer itself. | \*Access or move another student’s work or folder. |
| \*Immediately tell a teacher about questionable websites or computer error messages. | \*Share school passwords. |
| \*Share technology equipment with classmates. | \*Access inappropriate websites, materials, chat-rooms, or instant messaging. |
| \*Print only one copy of a document. | \*Download or make copies of games, game cheat codes, simulations, music files, or software. |
| \*Leave the computer on when you finish. | \*Manage personal websites on school computers. |
| \*Print in black and white: before printing in color, ask a teacher for permission. | \*Load personal software onto school computers, unless it has been approved by the teacher and Technology Coordinator for school assignments. |

**Personal Technology Equipment**

Students are welcome to bring in personal technology equipment for educational purposes. This can include laptops, tablets or iPads. **The use of personal cell phones is prohibited during the school day.** St. Joseph Montessori School is not responsible for any lost/stolen/damaged equipment brought in by a student.

**Parent / Guardian**

As a parent or guardian of the St. Joseph Montessori School student listed below, I have read the school’s policy on *Acceptable Use of Technology Resources* in the SJMS Handbook and Directory and discussed the policy with my child. I understand that technology resources are to be used for educational purposes. I also recognize it is impossible for the diocese, school, and school staff to restrict all access to controversial materials, and I will not hold them responsible for materials acquired online. I understand that the school is not responsible for any lost/stolen/damaged technology equipment brought in by my child(ren). Further, I accept full responsibility for supervision if and when my child’s technology use is not at school.

**Parent/Guardian Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student**

As a student of St. Joseph Montessori School, I have read the school’s policy on *Acceptable Use of Technology Resources* and talked about it with my parent/guardian(s). I understand that I am to use technology resources, including the Internet, for educational purposes only. I understand that it is impossible for the diocese, school, and school staff to block access to all inappropriate materials. I agree to follow the dos and don’ts of the Acceptable Use of Technology Resources policy.

I also understand that I am responsible for my time using technology resources at St. Joseph Montessori School.

**Student’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Room: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**