

Our Lady of the Lake School
Instructional Technology Use Agreement

This agreement governs all technology equipment used by students here at OLL and behavior that, in the opinion of the administration, interferes with the learning environment and/or runs counter to the mission of the school.

Students are expected to use technology, including the Internet, school provided email and social networking sites, responsibly and for school-related purposes only. Use of the OLL School network and technology are a privilege. Violations of conditions of use may result in that privilege being taken away in whole or in part by school personnel. All other related student policies are applicable and other consequences, including suspension or expulsion, may follow. (See the OLL School Family Handbook for more discussion of expectations and possible consequences.)

As a condition of my right to use the technology at OLL School, I understand the following:

OLL students will use computing resources responsibly

- I will use the Internet and other computer resources for academic activities only.
- I will only play educational games when authorized by school staff.
- I will follow the guidelines for printing set by my teacher or school.
- I will only save materials that are appropriate for educational use in my folder.
- I will not post anything with expressed permission consent of the teacher
- I will not transmit or deliberately access obscene, indecent, harassing, defamatory, or otherwise offensive material in any form.
- I will not use technology (at school or outside of school) which is in violation of civil law or the reasonable rights of others.

I will use computing resources safely

- I will not give out my name, a classmate's name or the school's name, pictures, addresses, e-mails, passwords or any other personally -identifying information online without parental/school permission.
- I will only access appropriate social media sites and I will only post to an Internet site with explicit teacher permission.

I will use technology respectfully and responsibly

- I will not use technology (at school or outside of school) to harm any student/teacher in any way. This includes spreading rumors, sending inappropriate content, misrepresenting myself, or ANY action that could possibly be harmful (physically and/or emotionally) to another person.
- "Harassment, intimidation, or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to an act shown to be motivated by any characteristic in RCW 9A.36.080(3), or other distinguishing characteristics, exhibited by the intentional or reckless electronic, written, verbal, or physical act:
 - (a) Physically harms a student or damages the student's property; or

- (b) Has the effect of substantially interfering with a student's education; or
- (c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (d) Has the effect of substantially disrupting the orderly operation of the school.

- I will not deliberately attempt to harm or destroy data on any system on the network or internet.
- I will not damage computer equipment or alter computer settings.
- I will not access or alter other students' files.
- I will not use technology (at school or outside of school) to which brings discredit upon the school or is in conflict with the values for which OLL stands.

I will use computing resources in a manner that respects the intellectual property of others

- I will not install, store, or distribute unauthorized copyrighted software or materials.
- I will turn in work that I have created myself. If I borrow or copy material from other sources, I will properly cite those sources.

I understand the following:

- I am responsible for what I do
- I cannot use technology to violate school policies, federal and state laws.
- School personnel have the right to review any material sent, mailed, or accessed through a school computer, school provided email address or student computer used on school property. School personnel have the right to inspect all material stored on school computers and servers. By accepting these terms and conditions, students waive any right to privacy or confidentiality to material that was created, sent, accessed, or stored using a school computer or school-provided email.
- School personnel can edit or remove any material that they believe to be unlawful, obscene, indecent, harassing, or otherwise objectionable.
- The school does not promise that the functions of the internet service will meet any specific requirements you may have, or that the Internet service will be error-free or uninterrupted.
- School administrators have the final say on what constitutes a violation of Internet policies. Those violations include but are not limited to all bulleted points in this agreement.
- Use of the school internet and technology tools and email provided by the school are a privilege that can be revoked by the school when, in the opinion of the school, the student violates the responsible use policy.

This agreement is revised each year and presented to student and parents on the day of Curriculum Night.

Student signature: _____

Parent signature: _____