

## Immaculate Conception School Student Technology Acceptable-Use Policy

I understand that it is a privilege to use the technology resources at Immaculate Conception School, and I agree to abide by the following rules:

1. I will use only my own username and password to log on to the network or the username and password provided by the Technology Instructor or Homeroom Teacher.
2. I will use only my own files or files provided by a teacher. I will not access other students' or teachers' documents without permission. In addition, I will always check files brought in on removable media (such as flash drives) with antivirus software and only use them if they are found to be clean of viruses.
3. I will use technology only as instructed and for academic purposes.
4. I will use only royalty-free and copyright-free graphics or music for any of my school computer projects.
5. I will not change the configuration (e.g. Screensavers, Windows setting, printer settings, Internet settings, etc.) of the Immaculate Conception School computers unless instructed to do so.
6. I will not use ICS' or other computers to hurt my classmates, my teachers, my family or myself.
7. I will not use technology to access inappropriate information on the Internet or to send unkind or inappropriate information to others. In addition, I will not share personal information on the Internet.
8. I will not attempt to access files, software, or other network resources that I am not authorized to access.
9. I will ask for assistance from a teacher if I become aware of a computer, printer, scanner or camera that is not working properly.
10. I understand that if I do not follow these rules that my computer privileges may be taken away, and that other disciplinary action may be taken as outlined in the Immaculate Conception School Handbook.

Signed:

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Student Name & Signature

Grade

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Parent or Legal Guardian Signature

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Date

# Immaculate Conception School Release Form

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Room # \_\_\_\_\_ Teacher: \_\_\_\_\_

Immaculate Conception School ("ICS") respects the privacy and security issues involved with the use of technology. Therefore, ICS will take all reasonable precautions to ensure the privacy of the students' identities in all published material.

**(photos • artwork • profiles • stories)**

ICS has my permission to use my child's scanned / digital photograph, likeness, artwork, profile and/or written stories in Immaculate Conception printed publications (such as yearbook, church bulletins etc.), web pages or other promotional materials produced, used by and representing ICS. I understand the circulation of the materials could be worldwide and I release any claim to or control over the photographs/vocal talents regarding their production, use or placement in said promotional or marketing campaigns /materials.

**(voice recording • podcasts)**

ICS has my permission to record my child's voice in .wav or .mp3 format for school projects (digital storytelling etc.), school promotions or activities and publish these recordings to the Internet using RSS feeds and aggregator software (such as iTunes) secured with personal passwords for access only by the ICS community, or for use in other media formats.

**(digital video • analog video)**

ICS has my permission for my child to record or appear in digital videos (.mvi or other format) or analog videos, which may be uploaded to school Internet web sites or may be used in ICS video presentations.

**(webcam)**

ICS has my permission for my child to communicate via live web-based video camera with students at partner schools (national & foreign), guest speakers or other persons, as planned & coordinated and under the direct supervision of ICS personnel.

**(e-mail • blogs)**

ICS has my permission for my child to communicate internally (ICS) or externally (foreign e-pals, research) using the ICS e-mail system, only as instructed and supervised by an ICS teacher. In addition, I permit my child to create, add and edit content on Immaculate Conception internet / intranet sites or web blogs, as instructed and supervised by ICS personnel.

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Parent Signature

Date