

# Middle School

## Acceptable Use of Technology

Providence Academy's Acceptable Use of Technology policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of the school's technology resources.

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### Purpose of Technology Use

Providence Academy provides technology resources to its students solely for educational purposes. Users of Providence Academy's technological resources and school issued email account are expected to use them to further educational goals and for communication that is consistent with the school's mission and policies.

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### Privileges and Responsibilities

Providence Academy's electronic network, computers, other technology, and student issued email accounts are owned by Providence Academy's. Student users must conduct themselves accordingly by using good judgment and complying with this policy and any added Providence Academy administrative regulations and guidelines. Students are responsible for their behavior using the school's computers, network, iPads or other school technology and school issued email address.

#### Student users of Providence Academy technology shall:

- Use or access Providence Academy technology for educational purposes only
- Comply with trademark, copyright laws and software licensing
- Understand that network administrators may review files and communications to maintain system integrity and monitor responsible student use; email and network files are not fully private
- Be responsible at all times for the proper use of technology

#### Student users of technology shall not:

- Access, review, download, create, store, send or display offensive, music, messages, images or any other items
- Use, send or access harassing, offensive, threatening, obscene, or sexually-explicit material or language intended to or that may harm or demean others
- Vandalize or damage computer equipment, systems, networks, hardware, software, data or programs
- Knowingly upload, create or spread computer viruses, programs, or applications capable of affecting Providence Academy's technology resources
- Misrepresent themselves or others
- Use, intrude or gain access to others' email accounts, electronic folders, work, data, or files
- Gain unauthorized access to technological resources
- Reveal personal address or phone number, or other personal information or that of other users to non-school approved organizations including but not limited to, account set-up for chat rooms, eBay, email, etc.
- Set up wireless networks, bring in a WiFi hotspot, use phone as a hotspot, or access a 3G/4G/LTE service other than the PA WiFi on the school's technological devices
- Use technology for any illegal purpose or activity
- Send mass or inappropriate emails
- Use anonymous and/or electronic false communications
- Bypass the website filter on campus

#### Providence Academy is not liable or responsible for:

- Any information that may be lost, damaged, or unavailable due to technical or other difficulties
- The accuracy or suitability of any information that is retrieved through technology
- Breaches of confidentiality
- Defamatory material

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## Opportunities and Risks of Technology Use

Providence Academy uses filtering software to limit internet access to materials that are obscene, harmful, offensive, inappropriate, or disruptive to the educational process. However, no technology can be guaranteed to be error-free or totally dependable, particularly when used irresponsibly.

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## Privacy

While Providence Academy's network or email accounts are not a public forum for general use, users should not expect that email or files stored on Providence Academy servers will be private. Providence Academy reserves the right to log technology use, to monitor files by users, and to examine users' files and materials as needed and at its discretion. Users must understand that there is no assurance of confidentiality with respect to access to transmissions and files.

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## Disciplinary Actions

Violations of the Middle School Acceptable Use of Technology policy and guidelines with the use of technology, may result in disciplinary action which could include loss of technology use, loss of Providence Academy issued email account, suspension or expulsion from school, or other appropriate disciplinary action. Violations of local, state or federal law may be turned over to the appropriate law enforcement authorities.

# Middle School Acceptable Use of Technology Consent Form

Providence Academy offers students access to the Providence Academy computers, network, email account, and technology for educational purposes. I understand that these resources are designated school use and not a public forum for general use. I have read the attached Acceptable Use of Technology Policy and agree to abide by the policy. I understand that violations of the policy will result in disciplinary action, which may include including loss of technology use, suspension, or expulsion.

Student Consent

Print Student Name \_\_\_\_\_

Print Grade \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_