

**Our Lady of Grace Catholic School**  
**Acceptable Use Policy**  
**For Technology Assets and Services**

In order to expand and facilitate teaching and learning, Our Lady of Grace Catholic School (OLG) supports the use of school-provided technology assets and services, including but not limited to computers, mobile labs, laptops as well as access to the Internet and other electronic information, programs, textbooks, services, and networks (collectively, the “OLG Technology Assets and Services”). OLG’s goals in providing the OLG Technology Assets and Services to students are to stimulate creativity and innovation; encourage communication and collaboration; promote research and information fluency; support critical thinking, problem solving and decision-making; and teach digital citizenship.

Access to the OLG Technology Assets and Services is a privilege and not a right. In making decisions regarding student access to the OLG Technology Assets and Services, OLG will consider its educational mission, goals and objectives. Any inappropriate, unauthorized or illegal use of the OLG Technology Assets and Services may result in cancellation of some or all privileges and will result in appropriate disciplinary action, up to and including expulsion and possible referral to law enforcement.

**Access to OLG Technology Assets and Services**

At school, students utilizing OLG Technology Assets and Services must first have the permission of and be supervised by OLG’s professional staff. Students utilizing OLG Technology Assets and Services are responsible for appropriate behavior, just as they are in a classroom or any other area of the school. The same general rules for behavior and communications apply.

The following uses of OLG Technology Assets and Services are not permitted. This list is not exclusive and should be used as a guideline for appropriate use.

- To access, upload, download or distribute pornographic, obscene or sexual explicit material;
- To transmit obscene, abusive, sexually explicit or threatening language;
- To violate any local, state or federal statute;
- To vandalize, damage or disable the property of another individual or organization, including OLG’s networks and systems;
- To access another individual’s materials, information or files without permission;
- To violate copyright or otherwise use the intellectual property of another individual or organization without permission;
- To attempt to gain access to server information not open to the public;
- To use private or free e-mail services, except for approved use as directed by the Middle School faculty or administration;
- To use chat rooms or instant messaging, except for approved use as directed by the Middle School faculty or administration;
- To use access for political or commercial purposes;
- To allow any person other than the account holder to use the student’s OLG account;
- To reveal identifying information (name, age, address, phone #, photo, parents’ names) for yourself or another without your teacher’s permission;
- To engage in any use that disrupts the educational or administrative goals of OLG.

OLG makes no warranties of any kind, neither expressed nor implied, for the OLG Technology Assets and Services it is providing. OLG will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in services. OLG also will not be responsible for the accuracy, nature or quality of information gathered through school-provided Internet access. Further, OLG will not be responsible for personal property used to access school computers or networks or for school-provided Internet access. Finally, OLG will not be responsible for unauthorized financial obligations resulting from students’ use of OLG Technology Assets and Services.

**Our Lady of Grace Catholic School  
Parent/Student Acknowledgement Form  
For the Acceptable Use Policy  
for Technology Assets and Services**

Our Lady of Grace Catholic School (OLG) provides OLG Technology Assets and Services, as defined in the Acceptable Use Policy in the Parent Student Handbook, to students in an effort to further OLG's educational mission and goals. While the school may institute auditing and compliance programs to regulate students' use of the OLG Technology Assets and Services, including the Internet, students may find ways to access materials or to use OLG Technology Assets and Services not in compliance with OLG's Acceptable Use Policy.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. While doing school-related research outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, radio, movies, etc. Families should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

As a parent or guardian of a student at OLG, I have read the Acceptable Use Policy and the above information. I understand that the school reserves the absolute right to access students' data on mobile labs, laptops, computer stations or networks at any time without prior notice or consent. I also understand that all students are required to strictly adhere to the school's Acceptable Use Policy and that any violation will result in appropriate disciplinary action up to and including expulsion and referral to law enforcement authorities. I agree to indemnify OLG from any losses, costs or damages, including reasonable attorneys' fees, incurred by OLG relating to or arising out of any breach of this Acceptable Use Policy, including any copyright violations.

NAME (print): \_\_\_\_\_ DATE: \_\_\_\_\_  
Parent/Guardian

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
Parent/Guardian

As a user of OLG Technology Assets and Services, I understand the school may access my data at any time without prior notice or consent and that any violation of the school's Acceptable Use Policy will result in appropriate disciplinary action up to and including expulsion and referral to law enforcement authorities.

I agree to comply with the rules set forth in the Acceptable Use Policy and to use the OLG Technology Assets and Services in a constructive and ethical manner.

STUDENT NAME (print): \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_