



**ST. MARY SCHOOL**  
**2024-2025 Acceptable Use Policy (AUP)**  
**Student Agreement and Parent Permission**

**SIGN THE BACK AND RETURN TO SCHOOL BY FRIDAY, SEPTEMBER 6**  
**(a copy of this document is available in your Parent Portal Account)**

Regarding: Internet Safety, Computers, iPads, Chromebooks (and all other devices) Equipment Use, including all Related Systems, Software and Networks, as well as distance learning circumstances.

***In summary :***

- A.** That use of the computers and Internet is for educational purposes.
- B.** That the Internet contains inappropriate material.
- C.** I will not knowingly access inappropriate or unacceptable material.
- D.** That I will not hold St. Mary School, Bethel, CT or the Diocese of Bridgeport responsible for inappropriate materials which may appear on the Internet. That violation of the Acceptable Use Policy may result in revocation of the Internet or computer privileges and/or school Discipline and/or legal action.
- E.** Families are subject to replacing iPads, Chromebooks and/or other devices belonging to ST. MARY SCHOOL that are lost, stolen, or damaged beyond repair due to student carelessness.
- F.** ST. MARY SCHOOL reserves the right to confiscate and search all student iPads, Chromebooks and other devices to ensure compliance with ST. MARY SCHOOL AUP.
- G.** Academic content takes precedence over personal files and apps. In the case of memory space conflict, personal media/files/apps must be removed regardless of financial loss to the student.
- H.** Your Google account is a school account. This means that documents in your Google Drive should be school related only.
- I.** You may not share your Google account with anyone else.
- J.** Your Google documents can be shared with others only for authorized school-related work.
- K.** No unauthorized applications or games may be installed on devices.
- L.** **Devices may not be used to record any video or photos without explicit instruction from the teacher.**
- M.** **You may not use an incognito or nickname on a school account and you may not delete your browsing history.**
- N.** **No photos or videos of class instruction, faculty and or staff may be recorded, screen-shot, or saved otherwise.**
- O.** **There is no use of a cell phone, Apple Watch, or any other device during regular school hours.**

**P. Appropriate icons must be used on Google accounts.** Teachers reserve the right to ask a student to change their icon if deemed inappropriate for a school environment.

**ST. MARY SCHOOL ACCEPTABLE USE  
STUDENT AGREEMENT AND PARENT PERMISSION FORM**

**One form PER STUDENT must be signed and returned to St. Mary School**

I, \_\_\_\_\_ (printed student name), a student at St. Mary School, Bethel, Connecticut in Grade \_\_\_\_\_ understand and agree to the Acceptable Use Policy of the Diocese of Bridgeport in terms specified in the document provided to me by the school (attached).

I, \_\_\_\_\_ (Print Parent/Guardian name) of \_\_\_\_\_ (Print Student Name) at St. Mary School, Bethel, Connecticut have read and understand the Acceptable Use Policy as to the rights, responsibilities, expectations, understandings, prohibitions and etiquette as specified in the said Acceptable Use Policy.

In addition, I agree to allow my child to participate in the technology programs and Internet use under the provisions specified at St. Mary School, Bethel, Connecticut.

***Additionally, by my initials here, I (parent/guardian) specifically acknowledge that I have read and REVIEWED with my student the specific points on page 1 that are listed here:***

L. \_\_\_\_\_ M. \_\_\_\_\_ N. \_\_\_\_\_ O. \_\_\_\_\_ P. \_\_\_\_\_

I understand that St. Mary School, Bethel, Connecticut will not be responsible for personal devices brought into school that are lost, stolen, or broken.

Furthermore, I understand that it is my responsibility to notify the Principal of St. Mary School if I wish to exercise my right as a parent as specified in Section III of the Acceptable Use Policy of the Diocese of Bridgeport.

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent/Guardian Signature)

\_\_\_\_\_  
(Date)

***TO BE SIGNED BY EACH STUDENT ENROLLED AT ST. MARY SCHOOL AND THEIR PARENT/GUARDIAN. AGREEMENT/PERMISSION FORM IS TO BE KEPT ON FILE IN THE MAIN OFFICE.***

*Please return to your child's teacher by Friday, September 6, 2024.*

**DIOCESE OF BRIDGEPORT, CONNECTICUT  
ACCEPTABLE USE POLICY**

**Internet Safety and Computer Equipment Use Including Related Systems,  
Software, and Networks by *Students and Staff*:**

**I. Office for Education Responsibilities/Rights**

1. To create an ***Acceptable Use Policy*** for the schools of the Diocese of Bridgeport
2. To publish said policy
3. To review it annually
4. To be free from liability for presence of unacceptable materials
5. To comply with State and Federal Regulations
6. To cooperate with authorities in criminal investigations
7. To be free from liability for financial obligation incurred through unauthorized use of system
8. To amend the policy at any time

**II. School Responsibilities/Rights**

1. To oversee resources including scheduling
2. To place reasonable restrictions on systems and technology
3. To perform routine system maintenance
4. To search individual Internet activity with reasonable suspension
5. To own all files on school network
6. To be free from liability for presence of unacceptable materials on the school's system
7. To comply with Diocesan, State, Federal regulations
8. To provide a filtering system in accordance with CIPA, as protection measures
9. To provide opportunities for technological training for staff
10. To cooperate with authorities in investigations of criminal activities
11. To bypass passwords to determine activity
12. To publish student works on its websites
13. To deny student/staff access

**III. Parents'/Guardians' Responsibilities/Rights**

1. To see their child's e-mail file upon request
2. To deny their children Internet access
3. To prevent the use of their children's names and pictures on the Internet by the school

**IV. Student Privileges/Expectations/Understandings**

1. To use Internet in distance learning
2. To access World Wide Web for educational purposes
3. To have individual e-mail accounts to send and receive e-mail
4. To receive instruction in technology use
5. To have reasonable protection measures
6. E-mail or Internet correspondence is not privileged or confidential
7. To use Internet to consult experts
8. To communicate with other students
9. To locate information to meet educational needs

10. To have staff assistance to find, use, discriminate among, information sources

## **V. Prohibitions**

1. Modifying documents or files without permission
2. Playing unauthorized games
3. Making purchases
4. Conducting commercial or private business
5. Personal use – unrelated to appropriate educational purposes
6. Political lobbying
7. Installing software for personal use
8. Installing school software at home without school permission
9. Altering, interfering with, dismantling, disengaging Internet
10. Installing educational software without Office for Education permission
11. Installing stand alone (CD/Diskette) without Office for Education approval
12. Illegal activities
13. Accessing knowingly inappropriate material
14. Downloading large files without permission
15. Sending chain letters
16. Spamming
17. Plagiarizing
18. Copyright infringements
19. Profane, obscene language/defamation
20. Accessing and transmitting pornography
21. Accessing information advocating violence or discrimination outside the scope of research under direction of a teacher/supervisor
22. Accessing, modifying, erasing, renaming, making usable or unusable another's files or programs
23. Modifying, copying, transferring software provided by school, faculty, another student without permission
24. Aiding or abetting another student in policy violation
25. Introducing or spreading viruses or other harmful programs
26. Divulging passwords

## **VI. Individual Responsibilities**

1. To comply with security measures
2. To report illegal activities
3. To report improper language or unacceptable activities on the Internet
4. To report damage or tampering with equipment or system
5. To report violations of privacy

## **VII. E-Mail Etiquette**

1. Be patient
2. be polite
3. Keep paragraphs short
4. Use "Subject Line"
5. Include signature
6. Capitalize only to highlight important points