



**St. Joseph Montessori School**  
***Acceptable Use of Technology Resources***

Please review and discuss the following Dos and Don'ts with your child(ren) and sign the below form. Students will not be able to use technology resources at SJMS until a signed form is on file in the office.

**Do:**

- Take care of technology equipment.
- Follow teacher and librarian instructions.
- Ask a teacher for help when needed.
- Use computers, printers, and other technology resources for school assignments only.
- Save your work to your own folder on the classroom server and not to the computer itself.
- Immediately tell a teacher about questionable websites or computer error messages.
- Share technology equipment with classmates.
- Print only one copy of a document.
- Print in black-and-white; before printing in color, ask a teacher for permission.
- Leave the computer on when you finish.

**Don't:**

- Have food or drinks around technology equipment.
- Change or remove any settings, hardware, software, parts, or cabling for computers, printers, or other technology resources; this includes Internet settings, restrictions, and toolbars.
- Access or move another student's work or folder.
- Share school passwords.
- Access inappropriate websites or material or any chat-rooms, email accounts, or instant messaging.
- Download or make copies of games, game cheat codes, simulations, music files, or software.
- Manage personal websites on school computers.
- Load personal software onto school computers, unless it has been approved by your teacher and the Technology Coordinator for school assignments.

**Parent / Guardian**

As a parent or guardian of the St. Joseph Montessori School student listed below, I have read the school's policy on *Acceptable Use of Technology Resources* and discussed the policy with my child. I understand that technology resources are to be used for educational purposes. I also recognize it is impossible for the diocese, school, and school staff to restrict all access to controversial materials, and I will not hold them responsible for materials acquired online. Further, I accept full responsibility for supervision if and when my child's technology use is not at school.

**Parent or Guardian Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Student**

As a student of St. Joseph Montessori School, I have read the school's policy on *Acceptable Use of Technology Resources* and talked about it with my parent/ guardian(s). I understand that I am to use technology resources, including the Internet, for educational purposes. I understand that it is impossible for the diocese, school, and school staff to block access to all inappropriate materials. I agree to follow the dos and don'ts of the *Acceptable Use of Technology Resources* policy.

I also understand that I am responsible for my time using technology resources at St. Joseph Montessori School.

**Student's Printed Name:** \_\_\_\_\_

**Room:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_