



Our Lady of Sorrows Catholic School

**Technology Plan
July 1, 2010 – June 30, 2013**

**Mrs. Ann Whitfield, Principal
Our Lady of Sorrows School
24040 Raphael
Farmington, Michigan 48336**

Telephone: (248) 476-0977
Fax: (248) 615-5567

Website: <http://www.olsorrows.com>

INTRODUCTORY MATERIAL

School Mission Statement

The mission of Our Lady of Sorrows School is, in partnership with parents, to educate students who will develop spiritually, intellectually, emotionally, socially, and physically into whole Christian persons who will inspire and serve others during their lifetimes.

School Philosophy

As an ever-developing community of faith, Our Lady of Sorrows School, operated and supported by Our Lady of Sorrows Parish Community, upholds Catholic Christian values to form and strengthen relationships among students, faculty and parents. Our Lady of Sorrows School endeavors to continue and to complement the work of the family, the parish and the surrounding social environment -- all of which contribute to the education of the child.

Our Lady of Sorrows education community fosters development in these areas:

Spiritual:

To strengthen and deepen a faith in action

Academic:

To motivate and challenge the individual to appreciate his/her full intellectual and physical abilities

Social:

To promote growth in the understanding of self and others

Our Lady of Sorrows School philosophy permeates the curriculum. Religious studies develop a further commitment of faith, which is expressed through prayer, liturgies and service to others. All areas of the curriculum provide the opportunity to learn and understand both basic and advanced skills. The curriculum enables the student to act responsibly in light of Christian values.

School Demographics

Our Lady of Sorrows School is a Pre-Kindergarten through Eighth Grade facility comprised of two major buildings. We have an enrollment of approximately 780 students with 50 staff. The school is located in the heart of Farmington, Michigan in the south-central portion of Oakland, County. Our students come from a variety of socio-economic classes and diverse cultural backgrounds. Many parents choose our school because of the faith values that are taught as well as our reputation for academic excellence.

VISIONS AND GOALS

Technology Vision

Our Lady of Sorrows School recognizes that we live in a world where technology plays a vital and ever changing role. The goal of Our Lady of Sorrows School is to

incorporate technology into the school environment for the purpose of fostering lifelong learning and enrichment skills that include and are enhanced by technology. These skills include the responsible use of technology to communicate, solve problems and access, manage, integrate, evaluate and create information as set forth in the state, national and international Technology Literacy Standards for K-8.

The plan is based on Michigan's State Technology Plan and includes:

- Training
- Hardware
- Access and Connectivity
- Content Resources

Other resources used include:

- National Technology Standards (ISTE)
- Michigan Educational Technology Standards and Expectations
- Archdiocese of Detroit School Technology Curriculum Guidelines
- Technology Plans of other schools/districts

School Improvement Goals and Objectives

See **Attachment 1**

Technology Goals and Objectives

Objectives

- All students will use technology as they learn subject matter and life-long learning skills.
- All students will have skills that enable them to use technology to retrieve, organize, manipulate, evaluate and communicate information.
- All students will use critical thinking, creative expression, and decision-making skills to use appropriate technologies to develop a desired product.

Goals

- **Curriculum**
To teach students to use technology as a means for effective communication, personal productivity, and lifelong learning as evidenced by electronic portfolios and multimedia presentations.
- **Professional Development**
To teach faculty and staff to effectively use technology to improve instruction and enhance productivity as proof by teacher lesson plans, student work and parent communication/newsletters.
- **Infrastructure, Hardware, Technical Support, and Software**
Identify and provide the infrastructure, hardware, and software necessary to accomplish and maintain these goals and to increase access to technology for all students and teachers.

- **Funding and Budget**
To provide adequate funding to implement this Technology Plan.
- **Monitoring and Evaluation**
To establish a system of on-going evaluation of the technology curriculum and monitor the staff and student use of the technologies.

Strategies to Increase Access to Technology

Our Lady of Sorrows participated in a widespread effort to allow our school and parish to best prepare for technology enhancements. A Technology Plan was established with the assistance of Wright and Hunter in February 2002. It is this technology plan that has been the foundation of the strategies that are used to increase access to technology.

These strategies included but are not limited to:

- Implementation of voice communications. The voice communication implemented included classroom telephone communications, administration and faculty telephone communications, voice mail, modem connections and emergency telephones
- Expansion of Network capabilities with the installation of high-speed Internet access allowing for teacher e-mail capabilities.
- A school wide wireless network.
- Installation of an additional new computer in each classroom, providing for full network access in each class.
- Teacher print mailboxes and scanning on all campus copy machines.
- Computer lab with 32 workstations and Promethean interactive whiteboards.
- Thirty-one laptop computers in a mobile cart that can be taken to classrooms.
- Use of 13 Promethean and 2 SMART interactive whiteboards and NEC projectors.
- Technology enhanced text books
- New school administration software.
- Computerized grade book and report cards software.
- Web based library software with full catalog.
- New Parish and School website.

CURRICULUM

Curriculum Integrations

As all curriculums are developed with a K-12 focus, technology will be planned for expandability to meet the developmental needs of the students. This will be accomplished by using common software and hardware, targeting at risk needs, enhancing writing/reading and problem solving skills and by providing a greater access to information beyond the boundaries of the school community. Through the use of distance learning, the staff of Our Lady of Sorrows School recognized that there is greater access to a variety of developmental opportunities.

Facilitating learning is the primary objective of instructional technology. Teaching with technology should be implemented in the instructional setting. The educational challenges created by a changing society can be better met through the use of technology. Students and staff will make use of technology-enhanced learning through participation and development of the activities listed below. Students of Our Lady of Sorrows School have:

1. Collaboration with other classrooms on special projects and activities.
2. Share class projects.
3. Computer lab time when it is not being used for formal classes.
4. Internet access in all classrooms.
5. More individualized and small group instruction.
6. Instruction presented using multiple methods.
7. Presenting speeches and other projects to expanded audiences.
8. Increased opportunities to develop higher order thinking skills.
9. More expedient access to research materials and information.
10. Increased emphasis on writing skills.
11. Increased opportunities to become technologically literate.
12. Virtual field trips.
13. More challenging and exciting ways to learn.
14. Student directed learning experiences.

STUDENT ACHIEVEMENT

Student Achievement

- 1) All students will use technology as they learn subject matter and life-long learning skills.

Early Elementary

- Identify technology in their world.
- Access information.
- Acquire and reinforce basic subject-matter skills

Later Elementary

- Compare/contrast the impact of technology; in their world today and in the past.
- Access information.
- Acquire and reinforce basic subject-matter skills.

2. All students will use technologies to retrieve, organize, manipulate, evaluate, and communicate information.

Early Elementary

Input and retrieve information from a technological system:

- Technology vocabulary
- Use basic computer skills
- Introduction to the keyboard
- Create documents
- Save and retrieve files
- Access information
- Print documents

- Handle saving devices properly
- Use drawing programs

Later Elementary

Interpret, analyze and evaluate information with the assistance of technology.
(e.g. voice, data, video, graphics, etc.)

- Technology vocabulary
- Elementary keyboarding
- Word processing
- Spreadsheets
- Graphing
- Access information–Internet, etc.
- Presentations
- Database
- Programming

3. All students will use critical thinking, creative expression, and decision-making skills to apply appropriate technologies to product development

Early Elementary

- Explore technological solution to a problem.
- Select the appropriate tools, materials, equipment, and processes to complete an assignment

Later Elementary

- Compare and contrast technological solutions to a problem.
- Select the appropriate tools, materials, equipment and processes to complete work.

4. All students will apply ethical and legal standards in planning, using and evaluating technology.

Early Elementary

- Practice ethical and legal standards related to technology in their world.

Later Elementary

- Practice ethical and legal standards related to technology in their world.
- Explain the need for laws related to technologies.
- Explain Internet safety rules and issues.

5. All students will evaluate the impact of technology on their world, predict other uses of technology and possible effects on society, and make informed decisions.

Early Elementary

- Describe how technology could be used in a career or occupation.

Later Elementary

- Demonstrate how people in different occupations and careers use technology to do their work.
- Investigate how solutions to problems have changed from the past to the present.
- Explore computer education and training required for various occupations.

TECHNOLOGY DELIVERY**Technology Delivery**

The delivery of specialized curricula will be through the use of the Internet, in-class computers and interactive whiteboards. Student scheduling includes computer lab time for grades K-8. In addition, technology programs and support offered through Farmington Public Schools is offered to our students through our share-time program in Art, Gym and Music. Examples of these would be student pod casts and musical CDs.

PARENTAL COMMUNICATIONS AND COMMUNITY RELATIONS

Parental Communications and Community Relations

Parents will be kept informed of the technology to be used with the students through this Technology Plan, the white envelope Newsletter, Curriculum Handbook, the school website and open houses. Parents will also be invited to participate in various technology related activities such as a program on Internet Safety. Other opportunities will be made available as they become available. The Parent Teacher Guild and parish School Committee are active in helping to supply and support technology efforts in our school.

COLLABORATION

Program Development/Collaboration with Adult Literacy

As technology is acquired and incorporated into the school, adult literacy and enrichment programs will be developed and offered to the parents and community at large in collaboration with our parish and/or the Farmington Public School District. The community and parents are kept informed through parish bulletins, newsletters, the Farmington Public School District website and other resources.

PROFESSIONAL DEVELOPMENT

Professional Development

Technologies will be integrated to include course offerings and conferences on and off site. The school is committed to providing appropriate training to all personnel as it applies to their use of technology. The school will provide training for staff in all areas of technology and on how to integrate technology into their classrooms. Training may include, but is not limited to, the following areas:

- Computer software
- The Internet
- Interactive whiteboards
- E-mail
- Computerized grade book
- Other technology as it becomes available

Sources of Ongoing Training and Technical Assistance

It is the goal of Our Lady of Sorrows School to access ongoing technical training. Training may include selected building personnel, the Farmington Public School

District, the Archdiocese of Detroit, colleges and universities, community education through Oakland Community Schools, and other global sources. The State of Michigan and national standards addressing technology competencies for teachers, administrators, and other relevant educators will be used.

SUPPORTING RESOURCES

Description of Supporting Resources

Resources will include local funding to purchase software that supports the technology and curriculum with the school. A network technician will be utilized to provide technical support for hardware and software and to assist school personnel who are involved with implementing our Technology Plan. Recent software enhancements to date include the “Techworks” curriculum program for K-8, Type to Learn 3, MicroType 4, and use of Inspiration software, interactive whiteboards software and the upgrade of all computers to Windows XP.

INFRASTRUCTURE, HARDWARE, TECHNICAL SUPPORT AND SOFTWARE

Infrastructure Needs/Technical Specifications and Design

- 1) Voice System Requirements:
 - a) One 23B+D ISDN / PRI .
 - b) 6 POTS lines.
 - c) Toshiba Strata CTX PBX switch.
 - d) Toshiba Strategy 8 port voicemail system.

- 2) Data System Requirements:
 - a) High-speed cable modem internet access

The integration of technology into the classrooms requires infrastructure and the following items are already in place or needed:

TECHNOLOGY HARDWARE AND SOFTWARE

COMPUTERS	Number on hand	Number needed
Desktop computers	121	
Laptop Computers	31	
OTHER TECHNOLOGY		
Scanner	2	
Laser Printer	5	
Ink Jet Printers	44	
Digital Cameras	1	
Video Cameras		
LCD Projectors	15	
Interactive whiteboards	15	20
Wireless Router	5	

Internal Phone communication/voice mail	79	
Fax	1	
NETWORKING		
Computers in the lab and all classrooms are networked to school server	Yes	
TECHNOLOGY HARDWARE AND SOFTWARE		
Network access in all classrooms	Yes	
Wireless Networking	Yes	
SOFTWARE		
Geoskills	55	
Type to Learn 3	55	
MicroType 4	55	
Microsoft Office	152	
Microsoft Paint	152	
Accelerated Reader	46	
Classrooms have various software for their curriculum		

The 31 laptops are stored in a mobile cart so that classroom use of individual computers may be part of any lesson. Internet access is made available through our wireless network. Shared drives between the computer lab and the classrooms allow students to develop and present multimedia presentations for assignments and projects.

The network is provided with security through firewall, virus scan and Internet filtering provided through SmoothWall.

Technical support and maintenance of the network is provided through Axxiscom.

Additional hardware and software will be purchased as needed and as funds are available. Technology enhancements are the focus of our school fundraiser and the generosity of our PTG.

INCREASE ACCESS

The computer has become an essential tool in the education of our students. Over the past three years, many new computers have been purchased for student, teacher, and staff use. It is our goal that all students, teachers, and staff have the necessary tools to complete their tasks. Therefore, it is our intention to continue to purchase new computer hardware to add to our existing inventory and also to replace obsolete hardware. And we will provide the needed software and training of our faculty so they may utilize the technology to best of their ability.

FUNDING AND BUDGET**BUDGET AND TIMETABLE**

<u>Item</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
Technology Staff			
Salaries & Benefits	\$45,000	\$45,000	\$45,000
Training / Workshops	1,500	1,500	1,500
Network Services			
Contracted network support	15,000	15,000	15,000
Hardware			
Non-warranty repairs	3,000	3,000	3,000
Interactive whiteboards	25,000	25,000	25,000
Add/ Replace classroom PC's	0	12,000	12,000
Software License			
Symantec Anti-virus	2,000	2,000	2,000
Gradequick	3,000	3,000	3,000
Edline	2,900	3,000	3,100
Supplies			
Paper & Printer Supplies	7,500	8,000	8,500
Total	\$78,500	94,425	\$98,450

COORDINATION OF RESOURCES**Coordination of Available State and Local Grant Resources**

Our Lady of Sorrows School will use Federal and State monies for the development of technology whenever possible. Local resources, State and federal grants that become available and appropriate Title monies will be used to offset the cost of staff development, purchasing computers, software and building infrastructure.

MONITORING AND EVALUATION**Evaluation**

- Establish a yearly system of on-going evaluation of the technology curriculum and monitor the staff and student use of technology.
- Prepare a staff need assessment with the intent of using the results for Professional Development purposes.
- Review present technology use and student performance based on the curriculum outlined in this Plan.

- Implementation of the Technology Plan will serve as an evaluation.
- Recognizing that technology is continually changing, the Technology Plan will be viewed as a changing document with need of regular revision.

Using Technology as a Teaching Tool

Through self-development, teachers will develop skills in using computers, presentation equipment such as LCD projectors, subject area technology, digital cameras, and DVD and video/cable as teaching tools. Staff in-service and training will be provided as needed to enhance comfort level and to support the timely use of new technology in the classroom.

ACCEPTABLE USE POLICY

Our Lady of Sorrows School Acceptable Use Policy:

Our Lady of Sorrows School Electronic Information Access and Use For Educational Purposes Policy

Our Lady of Sorrows School (the “School”) encourages and strongly promotes the use of electronic information technologies in educational endeavors. The School provides access to electronic information resources in a variety of formats, and for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment and assist them in becoming responsible, self-directed, lifelong learners.

The School has developed this Electronic Information Access and Use For Educational Purposes Policy (this “Policy”) to govern the access, use and security of School Systems (defined below). Every User (defined below) must read, sign and abide by this Policy.

For the purposes of this Policy, the following capitalized terms have the meanings ascribed to them below. Additional capitalized terms are defined within this Policy.

- (a) “PEDs” means portable electronic devices, including, without limitation, laptop computers, cellular telephones, pocket personal computers, handheld computers, cameras, video recorders, sound recording devices and all forms of personal digital assistants (“PDAs”).
- (b) “School Confidential Information” means all confidential and/or proprietary information and materials of the School, its faculty, administrators, students, employees and/or third parties with which the School does business.
- (c) “School Electronic Information” means all electronic information (including the School Confidential Information), communications or activity created, sent, received, stored and/or otherwise used on behalf of the School, whether

or not the School Systems are used to create, send, receive, store or otherwise use that information or those communications. the School Electronic Information includes voicemail messages on the School Equipment.

- (d) “School Equipment” means any and all electronic devices owned, leased or operated by or for the benefit of the School, which have the capability of creating, sending, receiving, storing and/or otherwise using electronic information, materials and/or communications, including, but not limited to, pagers, computers, servers, disk drives, scanners, photocopiers, printers, fax machines, telephones and PEDs. School Equipment includes all operating software, application software and firmware owned and/or licensed by the School, which resides and/or is embedded in any the School Equipment.
- (e) “School Networks” means all School voice and data systems, including, without limitation, the School’s Internet, intranet and extranet systems.
- (f) “School Systems” means the School Equipment and the School Networks.
- (g) “Users” means any individual who accesses and/or uses School Systems, including, without limitation: (i) School full time, part-time and temporary faculty and/or employees; (ii) School third party contractors, vendors, consultants, representatives and agents, as well as their full time, part-time and temporary employees; and (iii) parents, students and volunteers.
- (h) “User Equipment” means electronic devices that are continuously or intermittently connected to School Systems, or a component thereof, which are not owned or leased by the School, including, without limitation, User-owned computers, pagers, telephones, fax machines and PEDs. User Equipment without connectivity to School Systems does not fall under the purview of this Policy..

This Policy applies to all Users and to all School Systems, User Equipment, School Confidential Information and School Electronic Information.

To the extent this Policy applies to School faculty and/or employees, this Policy supplements, but does not replace, the School’s [policies/handbook/manual]. The terms of this Policy will govern any conflict or inconsistencies with the terms of such [policies/handbook/manual]. Any School faculty and/or employee who violate this Policy may be subject to disciplinary action, up to and including termination.

To the extent this Policy applies to students, this Policy supplements, but does not replace, the School’s Code of Conduct. The terms of this Policy will govern any conflict or inconsistencies with the terms of such Code of Conduct. Any student who violates this Policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

To the extent this Policy applies to third parties, this Policy supplements, but does not replace, School's agreements with such third parties. The terms of this Policy will govern any conflict or inconsistencies with the terms of such agreements. Third parties who violate this Policy may no longer be considered eligible for access to and/or use of School Systems, School Confidential Information and/or School Electronic Information. A third party's violation of this Policy shall also be considered a material breach of its agreement with School, entitling School to terminate such agreement for cause.

The School Systems, School Confidential Information and School Electronic Information are the School's property and may be used solely for educational purposes and/or the School's operational activities. Each User must take all necessary steps to prevent unauthorized access to or use of School Confidential Information and School Electronic Information. Unless otherwise directed by School, or permitted or required by this Policy, Users may not: (a) take, retain or use School Confidential Information and/or School Electronic Information for User's own benefit; (b) disclose School Confidential Information and/or School Electronic Information to any other entity or unauthorized person without the written permission from a School officer; (c) delete, encrypt, password protect, or retain electronic files containing School Confidential Information and/or School Electronic Information (including emails and attachments); or (d) take any other action that impairs, restricts, limits, or impedes School's ability to have full access to and use of its School Confidential Information and/or School Electronic Information. Upon request, User shall return to School all School Confidential Information and/or School Electronic Information, and otherwise fully cooperate with and assist School in ensuring School's ability to have full access to and use of School Confidential Information and/or School Electronic Information. Such cooperation and assistance may include, but is not limited to, removing any password protection, encryption or other proprietary format on School Confidential Information and/or School Electronic Information.

The School retains the right to search, monitor, access and/or review all School Systems, School Electronic Information and all other electronic and voice mail communications, computer files, databases and any other electronic transmissions contained in or accessed by School Systems, at any time, with or without notice, at School's sole discretion. This may include, without limitation: (a) viewing, printing, downloading and/or listening to emails and voicemails created, sent, received, stored and/or otherwise used in or through School Systems; (b) viewing, modifying and/or removing a User's electronic mailbox; and/or reviewing audit trails created by School Systems.

No email, voicemail or other information, whether received, sent, stored or used on or through School Systems, is private. Users have no expectation that any information contained on any School Systems is confidential or private to them. The School's System is not a public forum and access to the technology is a privilege and not a right. By using School Systems, Users consent to the access and disclosure of email messages, voicemail messages and other information within School's organization without restrictions, but subject to School's legal and contractual obligations of confidentiality. Users should not use School Systems to create, send, receive and/or store information that is personal if it is

confidential or sensitive, since such personal information will be considered School Electronic Information if created, sent, received and/or stored using School Systems.

The School makes no warranties of any kind, whether expressed or implied, for any reason regarding the access to, or use, quality or availability of, School Systems, including but not limited to the loss of data. All School Systems are provided on an “*as is, as available*” basis.

School Responsibility

The School will designate a system administrator who will manage the School Systems and make the final determination as to what is inappropriate use based on this Policy. The system administrator may close an account at any time for infractions or temporarily remove a User account and/or a User’s access to or use of the School Systems for any reason, including, without limitation, to prevent unauthorized activity.

The School will implement filtering software intended to block minors’ access to materials that are obscene, child pornography, harmful to minors, or that the School determines to be inappropriate for minors. However, the School does not guarantee that it will be able to fully prevent any User’s access to such materials, or that Users will not have access to such materials while using School Systems. The filtering software operates only within the School wide area network (WAN) or local area network (LAN). The filtering software does not operate during dial-up access.

The School does not take responsibility for resources located or actions taken by any Users that do not support the purposes of the School.

It shall be the responsibility of all members of the School staff to supervise and monitor usage of the School Network and access to the Internet in accordance with this Policy and the Children’s Internet Protection Act.

Our Lady of Sorrows School Network Users

Users will be granted access to appropriate services offered by the School Network. In addition, the following people may become account holders or members of the School Network:

1. Students. Students who are currently enrolled in the School may be granted a School Network account upon agreement to the terms stated in this Policy.
2. Faculty and Staff. Staff members currently employed by the School may be granted a School Network account upon agreement to the terms stated in this Policy.
3. Others. Anyone may request a special account on or use of the School Network. These requests will be granted on a case-by-case basis, depending on need and resource availability.

Privileges and Responsibilities of Users

Privileges

Subject to the terms of this Policy, Users have the privilege to:

- use all authorized School Systems for which they have received training to facilitate learning and enhance educational information exchange.
- access information from outside resources, which facilitate learning and enhance educational information exchange.
- access School Networks and the Internet to retrieve information to facilitate learning and enhance educational information exchange.

User Responsibilities

Users are responsible for:

- using School Systems only for facilitating learning, appropriate personal growth and enhancing educational information exchange consistent with the purposes of the School.
- attending appropriate training sessions in the use and care of School Systems.
- seeking instruction for the use of any available technology with which they are not familiar.
- adhering to the rules established for the use of School Systems, in the School or through remote access outside of the School.
- refraining from disclosing, using or disseminating personal identification information regarding students over the Internet without parent or guardian authorization.
- maintaining the privacy of passwords and are prohibited from publishing or discussing passwords. School Network accounts are to be used only by the authorized owner of the account for the authorized purposes.
- students may use e-mail, chat, instant messaging, and other forms of two-way electronic communications only for educational purposes and only under the direct supervision of an adult.
- having all electronic media scanned for virus, dirt, damage or other contamination which might endanger the integrity of School Systems before they are used in School Systems.

- material received, created or distributed using School Systems.
- maintaining the integrity of the electronic messaging system (voice, e-mail, etc.), deleting files or messages if they have exceeded their established limit, reporting any violations of privacy and making only those contacts which facilitate learning and enhance educational information exchange. If a User remains in non-compliance, the system administrator may delete files and messages, freeze the account, and/or close the account.
- preventing material considered pornographic by the School, inappropriate files or files dangerous to the integrity of the School's Systems from entering the School via the Internet or from being reproduced in visual, digital or written format.
- awareness of and adhering to copyright laws and guidelines and trademark laws and applicable licensing agreements in the use of School Systems and in the transmission or copying of text or files on the Internet or from other resources. Users must also comply with all other applicable laws, both state and federal, with respect to their use of the School's Systems.
- using caution (*Buyer Beware*) when considering the purchase of goods or services over the Internet. The School is not liable for any for any financial obligations made nor any personal information provided while using School Systems.
- financial restitution for unauthorized costs incurred or damages or repair necessitated by inappropriate use or access.
- any damages to, or incurred on, User Equipment. Users accessing School Systems on User Equipment do so *at their own risk*.
- abiding by the rules set forth in this Policy, general School rules, and additional rules as may be established by the School. Local School Committee policies, staff manuals, departmental procedures, and student handbooks may include such rules.

Users are prohibited from:

- using the technology for a “for-profit” business, for product advertisement or political lobbying.
- the malicious use of technology to disrupt the use of technology by others, to harass or discriminate against others and to infiltrate unauthorized computer systems.
- using School Systems to draft, send, or receive inappropriate communications and material including but not limited to, items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law.

- participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network.
- vandalizing School Systems or any other information technologies (the School's or any others). Vandalism is defined as any attempt to harm, destroy, or disrupt or hack the operation of the School's Systems. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses.

Declaration

The School has developed this Policy for all Users and it applies to all School Systems, User Equipment, School Confidential Information and School Electronic Information. Access and use of School Systems is a privilege for each User.

I have read, understand and will abide by this Policy. I agree to be responsible for and abide by this Policy and all other rules, regulations, policies and/or procedures related to School Systems. I understand that should I commit any violation, my privileges and/or account may be revoked, and that disciplinary action and/or appropriate legal action may be taken.

I understand and acknowledge that I might locate material that could be considered offensive or controversial, that parents of minors should be aware of the existence of such materials and monitor home usage of School Systems, and that students knowingly bringing or downloading such material into the School environment will be dealt with according to the discipline policies of the School.

In consideration for the privilege of using the School Systems and in consideration for having access to the information contained or accessed on it, I hereby release the School and its operators and sponsors, its faculty and staff and all organizations, groups and institutions with which the School is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use, the School Systems.

Users Signature:

Date:

(If you are a student of the School, a parent or guardian must also read and sign this Policy)

As the parent or guardian of this student, I have read this Policy. The School has taken precautions to prohibit access to inappropriate materials. However, I also recognize it is impossible for the School to restrict access to all inappropriate or copyrighted materials and I will not hold them responsible for materials acquired on or through the School Systems. Further, I accept full responsibility for supervision if and when my child's use of any School Systems is not in a school setting.

Users are responsible for attending appropriate training sessions in the use and care of all School Systems and should refrain from using any technology for which they have not received training.

Users may be required to make full financial restitution for any damages to School Systems or unauthorized expenses incurred through the use of School Systems.

I hereby give permission to issue a membership account to my child.

As the parent or guardian of this student, I have read this Policy and understand that this access is designed for educational purposes.

Parent/Guardian Signature

Date: