



Sweetwater Episcopal Academy  
**ACCEPTABLE USE OF TECHNOLOGY AGREEMENT  
 and PUBLICATION PERMISSION**



*Sweetwater Episcopal Academy believes that technology is a valuable educational tool and that all students should have access to technology when they act in a responsible, efficient, courteous, and legal manner. All classroom teachers integrate technology with their curriculum. In order for students to use the school computer network and internet as well as other technology equipment such as digital cameras and SmartBoards, students and their parents must first read together, sign and return this document to their child's homeroom teacher.*

**TERMS OF AGREEMENT:**

Using the computer and technology equipment correctly and responsibly is very important!

**I promise to follow these rules:**

1. I promise to use all computer and technology equipment carefully and not damage, change, or tamper with the hardware, software, settings, or the network.
2. I promise never to use any form of electronic communication (computer, phone, camera, scanner, MP3 player, etc) to harass, bully, or frighten anyone.
3. I promise to use school computers and the Internet for schoolwork only. I will only use the programs and websites that my teacher has approved.
4. I promise not to share my passwords, my home address, phone number, or last name of myself or others.
5. I promise I will not view, send or display inappropriate messages or pictures.
6. I promise to tell an adult if I read or see something on the computer that is inappropriate.
7. I promise to obey copyright laws and I will not copy information from the internet and present it as my own. Plagiarism equals cheating.
8. I promise that I will not use my personal email account or any personal electronic device (such as a cell phone, video camera, photo camera, jumpdrive, etc.) at school except with the permission of a staff person.
9. I promise to obtain my teacher's permission for downloading files and printing documents and pictures. I will not take any photos, videos, or other files off the campus and email or post them elsewhere without permission from the Head of School.
10. I promise to use only my own files or my own network folder.
11. I promise to always use the computer, digital camera, Flip Video Camera, SmartBoard, and other technology equipment under the supervision of a teacher for only the intent of the assignment.
12. I understand that if I break any of my promises then I may lose the use of the computers and other tech equipment.
13. I will check out any portable technology equipment (laptop, Flip camera, digital camera) from a staff member and return it to the same staff member.

***I will sign my name to show that I understand and will follow these rules:***

**Student Name (Print)** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*I have read this Acceptable Use of Technology Agreement and have discussed it with my child.*

*I understand that it is impossible for SEA to restrict access to all controversial materials and I will not hold the school or its employees responsible for materials acquired on the internet.*

*I give permission that my child's art work, photo, writing, and school projects may be considered for publication. This may include publication on the Internet as part of SEA's web page or other media.*

*No student's full name, home address, telephone number, or personal email will be published.*

*I will respect the privacy rights of other children and will not post photos or videos of other students without parent permission.*

***\*Written notice must be submitted to Ms. Herwig, Library Media Specialist, to revoke said permission.***

**Parent Name (Print):** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_