



ACCEPTABLE USE POLICY

Students must:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - a. Observe all network security practices, as posted.
 - b. Report security risks or violations to a teacher or network administrator.
 - c. Not destroy or damage any school device, data, networks, or other resources that do not belong to them.
 - d. Conserve, protect, and share these resources with other students and Internet users.
 - e. Save all data and documents to her Google Drive.
3. Respect and protect the intellectual property of others.
 - a. Not infringe copyrights (no making illegal copies of music, games, or movies).
 - b. Not plagiarize.
4. Respect and practice the principles of community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomfoting materials to a teacher or member of the staff.
 - c. Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as message that are obscene, sexually oriented, threatening, rude, discriminatory, or meant to harass).
 - d. Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Not send spam, chain letters, or other mass unsolicited mailings.
 - g. Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above:

5. Design and post web pages and other material from school resources.
6. Use direct communications such as online chat or instant messaging with a teacher's permission.
7. Install or download software, if also in conformity with laws and licenses, and under the supervision of a teacher.
8. Use the resources for any educational purpose.

Students must:

9. Read and discuss these policy rules and regulations with parent/guardian.
10. Sign and date the AUP policy form which indicates acknowledgement and understanding of student obligations.
11. Obtain parent/guardian dated signature on the AUP policy form.

Parent(s) Guardian(s) must:

1. Read and discuss these policy rules and regulations with their daughter.
2. Sign and date the AUP policy form which indicates their acknowledgement and understanding of daughter's obligations.

Administration:

1. Will file the signed AUP policy form of each student and her parent/guardian.
2. Will, through school and network administrators and their authorized employees, monitor



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the use of information technology resources to help ensure that uses are secure and in conformity with this policy.

3. Will reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property.
4. May use this information (in #4 above) in disciplinary actions and will furnish evidence of crime to law enforcement.
5. Will investigate violations of these rules and determine disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

Student's Last Name (Please Print): _____

Student's First Name(Please Print): _____

Grade Level: _____

Date: _____

Student's Signature: _____

Parent's Signature: _____

Please return to The Mount Mercy Academy Main Office Friday, September 11th, 2026.

Disclaimer:

Mount Mercy Academy makes no warranties of any kind for computer services. Mount Mercy Academy will not be responsible for the interruption or the loss of data. All work should be saved to the student's Google Drive. Use of information obtained on the internet is at your own risk.

Disclaimer of Responsibility:

Mount Mercy Academy offers internet access to support teaching and learning. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of the internet as part of an educational program is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Use of any information obtained via this school's access to the internet is at the user's own risk. Mount Mercy Academy exercises no control over the content of the information residing on or passing through it. Some systems may contain inappropriate or objectionable material for a minor, such as defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. Parents of minors having access to the internet should be aware of the existence of such material and the ability of a student to access this material through the internet (either at home or school). As a result, Mount Mercy Academy disclaims any responsibility for inappropriate or objectionable materials that a student may obtain through school use of the internet. Students who knowingly bring such material into the school environment will be subject to the discipline policies of the school, and such activities may result in termination of her access.