



# Waldron Mercy Academy Parent and Student Handbook 2009 to 2010

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Merion Station, PA 19066  
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[www.waldronmercy.org](http://www.waldronmercy.org)

## Absences

Consistent attendance is very important for each student's academic progress in school. Absence from school should occur only for illness or serious reasons. When it is necessary for a student to be absent from school, please telephone school between 7:45 a.m. and 8:30 a.m. to report the absence, at 610-664-9847, ext. 101. **Children must be present at least four hours in school, or they will be marked absent.**

On the day the student returns to school, a note is required for the homeroom teacher. In cases of frequent or prolonged absences (five or more consecutive days), a doctor's certificate is required. If you know in advance that a child will be absent, please send a note prior to the anticipated absence.

Under the discretion of the principal, an excused lateness will be given to any student arriving on a late bus/van or late because of inclement weather. An excused absence would also come under the category of a Confirmation-related absence, family funeral (immediate family) and high school visit (three per student).

Perfect attendance certificates are also given at the Achievement Assembly. For perfect attendance purposes, a student must not have any unexcused absences. Chronic unexcused lateness (10 plus) will prevent a student from receiving this award.

## Accident Procedure

If a pupil is injured in an accident, the school nurse or other designated school employee will administer first aid. First aid is interpreted as being the immediate and temporary care given to a pupil who has been injured or has suddenly taken ill.

The principal and/or vice principal will be notified immediately when a serious accident occurs. Parents or guardians will also be notified and informed if the injured child needs transportation by ambulance or other emergency vehicle.

Universal precautions will be taken (gloves worn) when dealing with any accidents involving blood or bodily fluids.

The school nurse, in conjunction with the teacher or staff member present and responsible for the child at the time of the accident, will complete an accident report. The report will be filed in the student's folder in the principal's office. A copy of the accident report will be given to the vice principal, who will follow up with a phone call to the family.

## Accounts

Tuition accounts and After Care fees must be kept current. Delinquent accounts may prohibit a student from participating in extracurricular activities such as sports, theatre, choral engagements, etc. The Athletic and Music Departments closely coordinate activities with the Business Office to implement this policy.

A student with a delinquent account at year end:

- will be prohibited from participating in closing exercises (pre-k through grade 8);
- will not receive a final report card; and/or
- may forfeit enrollment status for the upcoming academic year.

## AIDS

Waldron Mercy Academy does not discriminate with regard to students infected with HIV. These students will be placed in classroom situations according to procedures operative for all students and are entitled to the same rights, privileges and services. Decisions concerning changes, if any, in the educational program of the student infected with HIV will be made on a case-by-case basis by the principal in consultation with a review committee. These decisions, based on up-to-date scientific evidence, medical advice and legal consultation, will reflect the Christian perspective of respect for the individual.

Conscious of the sensitive nature of the disease, the identity of those students infected with HIV shall be held in confidence. Information will be provided on a need-to-know basis.

## Arrival

Formal supervision in the Dixon Gym begins at 7:40 a.m. No student should be in the building before that time. All students report to the Dixon Gym. **No students (with the exception of walkers) should enter through the main door unless arriving after 8:15 a.m.** School officially begins at 8:05 a.m. Attendance will be taken at 8:15 a.m. A child who is not in his or her classroom at that time will be marked late.

### By Car

Parents must drop all students off at the car line doors. All students who arrive by car should go directly to the Dixon Gym. Please refrain from using cell phones during arrival on campus and remember to maintain a safe speed of 10 miles per hour.

### By Bus

Students transported by bus enter the building through the designated door and go directly to the Dixon Gym.

### Walkers

Students should enter through the front door and proceed to the Dixon Gym.

## Communications

All school communication can be found in the *WMA Weekly*, the school's weekly e-newsletter for parents, which will be available on the WMA Web site on Thursdays of each week. Parents will receive an e-mail to let them know it has been posted to the site. Please let Lorraine Cox, school secretary, know if your e-mail address has changed. She can be contacted at [lcox@waldronmercy.org](mailto:lcox@waldronmercy.org) or 610-664-9847, ext. 111.

## Contact Lens Policy

*(Information provided through Flinn Scientific Safety Seminars available at <http://www.flinnsci.com>)*

Contact lenses are commonly worn by students and in many instances, are the only corrective eyewear they possess. However, there are hazards associated with the wearing of contact lenses in the science lab.

Should a chemical splash to the eye occur, the chemical could be held under the contact lens and against the surface of the cornea, possibly causing permanent eye damage.

The involuntary spasm of the eyelid and the "panicked" nature of the student, if a chemical splash occurs, impair the quick removal of the contact lens which may result in irreversible damage.

OSHA and the American National Standards Institute (ANSI) agree that dusty and/or chemical environments (irritating fumes, etc.) may represent an additional hazard to contact lens wearers.

For years these potential hazards prompted safety specialists to prohibit the wearing of contact lenses in the science lab. Recently the American Chemical Society has reversed its stance on this issue. However, the National Institute of Occupational Health and Safety lists more than 400 chemicals in their Pocket Guide to Chemical Hazards that recommend against contact lens use.

The science faculty at Waldron Mercy Academy highly recommends that students not wear contact lenses on lab days. Students who wear contact lenses will be given permission forms.

## Crisis Plan

The safety of your children is our main priority. In the event of a crisis or emergency, parents play a very special role. If communication is operational, every effort will be made to contact each parent. To that end, parents will be notified by ALERTNOW phone system, which will call all phone numbers (up to five) provided by you. If there is an emergency at WMA which causes the evacuation of the building:

### **Evacuation of School Building (not the campus)**

Students will go directly to the gymnasium at:

Merion Mercy Academy  
511 Montgomery Avenue  
Merion Station, PA  
610-664-6655

Parents would use the Meetinghouse Lane entrance which leads to the gym, rather than the Montgomery Avenue entrance, since that would probably be blocked. Faculty and staff will be with the children at all times. Parents should go directly to this location to pick up their children. We ask that parents follow instructions given on-site for orderly dismissal of their children.

### **Campus Evacuation**

Students will walk to:

St. Margaret School

227 North Narberth Avenue

Narberth, PA

610-664-2640

This school, a designated safe place for the students, was chosen because it can accommodate our entire student and faculty/staff population.

## **Discipline**

Students who attend Waldron Mercy Academy experience an atmosphere in which they are led to growing respect for themselves, for others and for the environment. The goal of discipline is to assist the students in making responsible choices, and to maintain a positive teaching and learning atmosphere. Teachers establish rules for the classroom based on the school code of conduct and school-wide rules. These rules are posted in the classroom. No corporal punishment is allowed at any time under any circumstances.

### **Discipline — Code of Conduct**

The students at Waldron Mercy Academy are taught in a spirit of Mercy, based on the foundation of openness, trust, hospitality and outreach. Students are expected to practice and promote this spirit on a daily basis. Discipline at WMA is intended to provide positive guidance, redirect and set clear behavior limits. It shall assist the child in the development of self-control, self-respect and consideration for the rights and properties of others.

One of the goals of WMA is to develop a cooperative and supportive relationship between school and home. Positive changes in the student's attitude and behavior can only occur when school rules and expectations are reinforced at home. It is, therefore, essential that the student knows both home and school are working together to help him or her develop self-discipline.

## Discipline — School-Wide Rules

Teachers should clearly communicate these expectations to the students. By communicating and enforcing these guidelines, Waldron Mercy ensures that its disciplinary practices and procedures are consistent, reasonable and fair.

These rules apply to behavior in school, on school buses, at dances, during school-sponsored field trips, as well as athletic and school activities on weekends and/or evenings.

Students are expected to adhere to the following rules:

- Be on time for school and classes every day. Students who arrive after 8:15 a.m. need to sign in at the front desk.
- Observe classroom rules and follow the direction of any faculty or staff member in class, in the hallways and on school grounds.
- Respect school property, textbooks, laptops and others' belongings.
- Follow the tenets of the Acceptable Use Policy concerning computers and the Internet.
- Be prepared for each class with completed homework and all materials required by the teacher.
- Be in complete uniform each day.
- Be supervised at all times, and students younger than grade three should travel throughout the building in two's or in a group. No student is allowed in any area of the school campus without the permission and knowledge of the teacher or other staff member in charge.
  
- Keep cell phones in the "off" position between the hours of 8:00 a.m. to 3:05 p.m. Phones found to be in use will be confiscated.
- Keep valuables at home. WMA is not responsible for broken, lost or stolen items.
- iPods are valuable items. If a student brings one to school, it should not be used during school hours of 8:00 a.m. to 3:05 p.m.
  
- Display good manners and sportsmanship in all activities.
- Maintain appropriate behavior in the Cafeteria. Voices should be kept at a conversational level. **Each student is responsible for making sure his or her eating area is clean before leaving the table.**
- Maintain appropriate behavior at all times. Students may not fight, bully, harass, threaten, touch another person inappropriately or otherwise endanger the safety of others in school.
- Use appropriate language. Profanity, abusive and hurtful language, and racial or ethnic comments are not acceptable.
- Students are not permitted to chew gum during school hours.
  
- Students are forbidden to bring weapons (toy, real or simulated) anywhere on our school premises. Immediate disciplinary action will be taken for an offense of this nature.

- Smoking, using and/or selling drugs, and alcohol are strictly prohibited. Immediate disciplinary action will be taken for an offense of this nature.

### **Disciplinary Procedure**

When there are behavior problems with a student, the following general guidelines will be followed:

- The classroom teacher meets with the student to resolve the problem.
- Contact is made with the parent(s) by the teacher.
- The principal or vice principal meets with the student. If appropriate, the counselor is also consulted.
- A conference is scheduled with the parent(s), principal or vice principal, teacher, and student (and counselor, if appropriate).
- If parents have a concern regarding student matters, they should first contact the teacher involved.
- If further resolution is required, parents should contact Joan Silva, at 610-664-9847, ext. 122, to schedule an appointment with the principal and/or vice principal for advancement.
- Students who refuse to follow policies or deliberately disregard the rules will be subject to disciplinary action. The action may include a conference, corrective assignment, behavior modification, and/or removal of privileges (including participation in extracurricular activities). If these procedures are not successful, the student may be suspended or expelled, based on the decision of the principal.

### **Dismissal**

Dismissal begins with prayer at 2:50 p.m. (11:50 a.m. on early dismissal days) followed by instructions for car, walker, Mercy After Care, sport, and bus lines to report to designated areas.

#### **By Car**

Parents are not permitted to pick up their children in the Dixon Gym or the Front Lobby. Please pull in the front driveway and form two lines. Do not leave your car for any reason. Display a car ID card in the front windshield with the names and grades of all the children you are transporting. Follow the directions of the teachers in the car line. Teachers will escort your children to the car. Children who are not picked up by 3:20 p.m. will go to After Care and be charged accordingly. **Parents are asked to refrain from using cell phones during dismissal on campus and to maintain a safe speed of 10 miles per hour.**

#### **By Bus**

Students will be dismissed from the Dixon Gym as their buses arrive. A teacher will walk them to the buses. If a bus does not arrive at school by 3:40 p.m., parents will be notified.

## **Walkers**

Only children who live within a one-mile radius of the school will be permitted to walk home. Permission notes must be on file in the Main Office for students to walk home. A teacher will cross the children at the traffic light at Merion Road and Montgomery Avenue.

## **Early Dismissal**

A note stating the reason and time for the early dismissal is required when a student must be dismissed early from school. Students who leave early will be sent to the Front Lobby. Early dismissal means leaving the school before 2:30 p.m. No students will be allowed to wait in the Front Lobby between 2:30 and 3:30 p.m. If there is an emergency change in dismissal, parents must call the Front Desk before 2:30 p.m.

## **Weather-Related and Emergency Closings**

Waldron Mercy Academy uses the ALERTNOW Notification Service, which allows members of administration to send a telephone and/or e-mail message to parents providing emergency information, such as delays, early closings or cancellations due to unforeseen circumstances, or inclement weather. There will also be a notice on the school's Web site and voicemail.

Please watch the major television networks (6ABC, CBS-3, NBC10, FOX-29) and listen to radio stations including KYW Newsradio (1060 AM) for the school's snow number 362.

If it becomes necessary to close school during a school day, your child must have a prearranged plan. **All extracurricular activities, sports and Mercy After Care will be canceled.**

## **Homework Policy**

Please refer to the current homework policy, which can be found on the WMA Web site, at [www.waldronmercy.org](http://www.waldronmercy.org), under "Students." All grades have a Web site.

## **Medications**

Medications will not be given in school without specific written orders from a physician and written consent from the parent or guardian. Completion of a medication form is required. The school nurse keeps the medications in a locked medicine cabinet. The school nurse administers the medication. Students are permitted to carry their inhalers, if needed, in their backpacks.

## Peanut Policy

The Cafeteria has peanut-free tables for children with peanut allergies. Children with severe food allergies to peanut/tree nuts, may be at risk of a serious reaction in a school setting due to contact with or ingestion of the allergen. Contact with these allergens may result in anaphylaxis, a severe reaction with symptoms that may cause a fall in blood pressure, unconsciousness and, in some cases, death. Since we are concerned for the health and safety of all children in our care, it is necessary for a plan to be in place for the children who have the potential to experience severe allergic reactions. **We are asking that you not send peanut/nut-containing food for snack time, birthdays and any classroom celebrations.** These treats are eaten in the classrooms and pose a risk for cross-contamination of all the surfaces in the rooms. Thanks in advance for your cooperation and commitment to the children at WMA. If you have any questions, please contact Candace Flowers, R.N., at [cbflowers@waldronmercy.org](mailto:cbflowers@waldronmercy.org).

## Science Lab Safety

Students must adhere to the following procedures when working in the Science Lab:

- Equipment or supplies may not be removed from the classroom by students without the teacher's permission.
- Students may not bring food or beverages into the lab.
- Classroom science activities should never be performed at home without parent/teacher permission.
- Experiments may never be performed by students unless the teacher is present.
- Personal safety equipment (goggles, aprons, gloves) must be worn by the students for the duration of the experiment when designated by the teacher.
- When in the Science Lab, students must direct their attention to the lab activity and behave appropriately.
- Students will be removed from the lab activity for inappropriate/unsafe behavior.
- Students must notify the teacher immediately of any accidents, i.e., glassware breakage, solution spills, eye splashes, or cuts.
- Students must notify the teacher immediately of any unsafe conditions i.e., broken glassware, malfunctioning equipment, frayed electrical wires.
- Students need to read and follow directions exactly as presented. They also should listen to the teacher for additional verbal instructions before beginning the activity.
- If the teacher asks for a student's attention during the activity, he or she is to immediately **stop** the activity and listen for further instructions.
- Students are not to work alone unless specifically directed to do so by the teacher. When reading labels or taking measurements, lab partners should double check readings.
- Students must know the proper name and proper use of all science equipment used in the activity. They are never to use a piece of equipment for anything other than for which it is designed.
- Students must have a signed science safety contract on file before participating in any lab activity.

## Telephones

Students must request a pass from the homeroom teacher to make a telephone call during the day. Students need to give the pass to the person at the front desk before they make the phone call. Students may have cell phones, but they must be turned off during the hours of 8:00 a.m. to 3:05 p.m. In addition, no photographs are permitted to be taken on campus with cell phones. If a cell phone is used during the day, it will be taken by the teacher or administrator.

## Textbooks

Textbook forms must be on file in the Main Office for every Waldron Mercy Academy student. Damage or loss of a school textbook, CD or other instructional material is the responsibility of the student. A bill will be issued by the Business Office to the family to compensate for the loss.

## Transportation

Public school districts are required to provide transportation for non-public school students under Act 372. Not all districts provide transportation for younger children or early dismissals. Please check with your school district for this information.

**Children may not take a bus other than their own as most school districts do not allow unauthorized students to ride their buses, even with parental note. An exception to this must have the express written permission of the principal.**

**No student may ride a school bus if they are not registered with the school district.**

Parents need to inform Lorraine Cox, the school secretary, at [lcx@waldronmercy.org](mailto:lcx@waldronmercy.org), in writing, if their child is taking a different form of transportation home from school.

If the primary mode of transportation changes during the year, parents must also contact Lorraine Cox at [lcx@waldronmercy.org](mailto:lcx@waldronmercy.org).

## Uniforms

Dressing in the Waldron Mercy uniform is an important part of the school day. Teachers will enforce the uniform policy.

If it is necessary for a child to be out of uniform, a note should be sent to the homeroom teacher. Dates for uniform changes are noted on the calendar.

Hair should be well groomed. **Boys' hair should be trimmed so as not to touch their collars.** Baseball or other hats may not be worn. Jewelry should be simple and not distracting. No body piercings are permitted, except pierced ears. Earrings should be no larger than 1 1/2 cm and without hoops. Cosmetics should be sheer or neutral. Clear or light pink nail polish may be worn. Artificial nails are not permitted. Extreme hair coloring and tattoos are not permitted. **Students may only wear Tigerwear (sweatsuits only) in place of their gym uniforms for physical education class.** Sneakers with wheels are prohibited.

All school uniforms should be purchased at Flynn & O'Hara. The gym uniform is also available through Lands' End. Shoes should be purchased at any Olly Shoes location, the official shoe provider for WMA. Click here to order online: <http://www.ollyshoes.com/schoolshoe.htm>.

### **Standard Winter Uniform for Girls**

All-Day Montessori, Kindergarten, Grades 1 to 3

- navy plaid jumper
- white turtleneck
- navy cardigan sweater with embroidered Mercy Shield logo
- navy tights
- tan buck shoes (Students in kindergarten to grade 2 can wear bucks with double Velcro straps.)

Grades 4 through 8

- navy plaid kilt
- white turtleneck
- navy crew sweater or vest with embroidered Mercy Shield logo
- navy tights
- tan buck tie shoes

### **Warm Weather Uniform for Girls**

All-Day Montessori, Kindergarten, Grades 1 to 3

- khaki skort (with front panel)
- short-sleeved navy golf shirt with embroidered Mercy Shield logo
- navy socks
- tan buck shoes (Students in kindergarten to grade 2 can wear bucks with double Velcro straps.)

Grades 4 through 8

- khaki skort (with front and back panel)
- short-sleeved navy golf shirt with embroidered Mercy Shield logo
- navy socks
- tan buck tie shoes

### **Standard Winter Uniform for Boys**

All-Day Montessori, Kindergarten, Grades 1 to 3

- long-sleeved navy golf shirt with embroidered Mercy Shield logo
- khaki pants
- navy crew socks
- black belt
- tan buck shoes (Students in kindergarten to grade 2 can wear bucks with double Velcro straps.)

#### Grades 4 through 6

- white dress shirt (with WMA school tie) or white turtleneck
- khaki pants
- navy V-neck sweater or vest with embroidered Mercy Shield logo
- navy crew socks
- black belt
- tan buck tie shoes

#### Grades 7 and 8

- navy blazer with school emblem
- khaki pants
- white dress shirt (with WMA school tie) or white turtleneck
- navy crew socks
- black belt
- tan buck tie shoes

#### **Warm Weather Uniform for Boys**

- short-sleeved navy golf shirt with embroidered Mercy Shield logo
- black belt
- khaki pants or khaki walking shorts
- navy crew socks
- tan buck shoes (Students in kindergarten to grade 2 can wear bucks with double Velcro straps.)

#### **Boys' and Girls' Gym Uniform**

- navy blue mesh shorts with Mercy Shield logo
- white golf shirt with embroidered Mercy Shield logo
- white crew socks
- white sneakers – **No “wheelie” sneakers**
- navy blue sweatsuit with embroidered Mercy Shield logo\*
- **Tigerwear (sweatsuit only) is also acceptable.**

### **Violence**

All threats of violence will be taken seriously. Teachers and staff members will report any student threats promptly to the principal.

A student who makes a threat will be suspended from school and required to receive counseling.

If a teacher or staff member threatens a student, parent or another employee and the threat is verified, the employee will be dismissed.

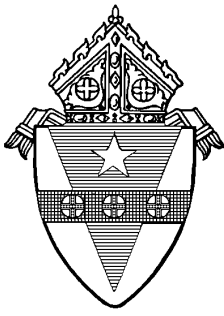
## **Visitors**

Whenever parents, relatives, friends or vendors visit during the school day, they need to register by signing the visitor book which is in the reception area in the front hall and state the purpose of their visits. They will then be given visitors' passes to wear prominently while in the school building. When they leave the building, they should sign out and note their departure time. Parents should not visit their children during the school day except for an emergency, volunteer opportunity or with teacher approval.

**Although staff parking may be available because staff members start at various times, please park in spaces designated for visitors only.**

## **Right to Amend**

Waldron Mercy Academy reserves the right to amend school policies and procedures. Parents will be notified of changes in policies and procedures.



# ARCHDIOCESE OF PHILADELPHIA

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222 North Seventeenth Street • Philadelphia, Pennsylvania 19103-1299

Telephone: 215-587-3700 • Fax: 215-587-5644

OFFICE OF CATHOLIC EDUCATION  
Director of Technology K-12

## ACCEPTABLE USE POLICY FOR TECHNOLOGY

*Catholic Schools of the Archdiocese of Philadelphia*

### PURPOSE

Technology is a valuable educational tool. Our schools are committed to teach its students, faculty, administrators, staff, and school community to work and to learn effectively with technology and to ensure responsible use of technology. The policy outlined below applies to all technology use including, but not limited to Internet use. *The Acceptable Use Policy for Technology* applies to all students, faculty, administrators, staff, volunteers or community members allowed access to school technology resources.

### GOAL

The school's goal is to prepare its members for life in a digital, global community. To this end, the school will:

- provide a variety of technology based tools
- teach technology skills
- integrate technology with curriculum to enhance teaching and learning
- encourage critical thinking and problem solving skills
- facilitate evaluation and synthesis of information
- encourage ethical practices and provide education for internet safety and digital citizenship

### RESPONSIBILITIES OF USER

Our schools will make every effort to provide a safe environment for learning with technology including Internet safeguards. The students, faculty, administrators, staff, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

### TECHNOLOGY USE GUIDELINES

- **Educational Purpose/ Appropriate Use:** All technology use and Internet access at schools for all faculty, staff and students is provided solely for educational purposes. Educational sites and teacher created assignments are to be used to enhance student learning. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision. Expressed permission to use the Internet and hardware/software in any area of the school must always be obtained.

- **Copyright/Intellectual Property and Identity:** All sources obtained for teacher and student work should be properly cited. Users are to respect the rights of and the intellectual property of others in accordance with Federal Copyright Law. Transferring copyrighted material to or from a school without expressed permission of the owner is a violation of Federal Law. When using school technology, teachers and students are to use their assigned user name and password at all times. Each person is reminded to log off of their assigned account before leaving a computer unattended.
- **Communications:** Electronic and/or Digital communications with students should be conducted for educationally appropriate purposes and employ only school sanctioned means of communication. The school sanctioned communications methods include: Teacher school web page, teacher school email, teacher school phone number and educationally focused networking sites.

Teachers or administrators in their normal responsibilities and duties may be required to contact parents outside of the school day. A teacher or administrator is free to contact parents using a home phone or a personal cell phone. However, they should not purposely distribute a home phone number or a personal cell phone number to students. If a student contacts a teacher or administrator using a teacher or administrator's personal numbers, email or networking sites, the teacher or administrator should immediately report this to the administrator or appropriate authorities.

- **Electronic and Mobile Devices:** Use of any technology oriented device in our schools should have an educational focus. Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to personal digital assistants (PDA), calculators, gaming devices, cellular phones, and pagers. Access will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices. If a particular mobile device is to be used for educational purpose, the school administration and/or teacher will provide parameters for this use.

N.B. The types of electronic and digital communications referenced in this AUP include, but are not limited to, social networking sites, cell phones, digital cameras, text messaging, e-mail, voice over ip, chat rooms and instant messaging.

- **Examples of Unacceptable Uses:**
  - Users must not use equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. Users must not post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually oriented material. Users must not use obscene, profane, lewd, vulgar, rude or threatening language. Users must not knowingly or recklessly post false information about any persons, students, staff or any other organization.
  - Users must not use a photograph, image, video or likeness of any student, or employee without express permission of that individual and of the principal. Users must not use school equipment to create any site, post any photo, image or video of another except with express permission of that individual and the principal. Maintaining or posting material to a Web site or blog that threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities is a violation of the Acceptable Use Policy and subject to the disciplinary measure found herein.
  - Users must not attempt to circumvent system security, guess passwords, or in any way gain access to secured resources, another person's files or another person's password. Users must not install, move,

delete, download, upload, reconfigure, or modify any software or files on school equipment without permission. Users must not move, repair, reconfigure, modify, or attach external devices to the systems without permission.

- Users must not deliberately visit a site known for unacceptable material or any material that is not in support of educational objectives. Students must not access social networking sites or gaming sites, except for educational purposes under teacher supervision.
- Users are not to plagiarize content and may not present the work of another as their own without properly citing that work. Users must not violate license agreements, copy disks, CD-ROMs, or other protected media. Users must not use technology for any illegal activity. Use of the Internet for commercial gains or profits is not allowed from an educational site.

- **Reporting:** Users must report immediately any damage or change to the school's hardware/software that is noticed by the user.
- **Administrative Rights:** The school has the right to monitor both student and employee use of school computers and computer accessed content. Due to the evolving nature of Technology, the Archdiocese of Philadelphia, Office of Catholic Education reserves the right to amend or add to this policy at any time without notice.

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Violation of the above rules will be dealt with by the administration of the school. Violation of these rules may result in any or all of the following:

- Loss of use of the school network, computers and software, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- Issuance of demerits/detentions, if applicable.
- Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved parties.

**ACCEPTABLE USE POLICY  
FOR TECHNOLOGY**  
*Catholic Schools of the Archdiocese of Philadelphia*  
**Student Internet Access Contract**

I understand that when I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Archdiocese of Philadelphia and (school name)

\_\_\_\_\_.

My signature below and that of my parents(s) or guardian(s) means that I agree to follow the guidelines of this *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*.

*Student Name/ID* \_\_\_\_\_

*Student Signature* \_\_\_\_\_ *Date* \_\_\_\_/\_\_\_\_/\_\_\_\_

**Parent or Guardian:** We ask that you review this policy with your child and sign below:

**Student Access Contract**

I hereby release \_\_\_\_\_ (school name) and the Archdiocese of Philadelphia, its personnel and any other institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet Access, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that as outlined by the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia*. I will emphasize to my child the importance of following rules for personal safety.

As the parent or guardian of this student, I have read the *Acceptable Use Policy for Technology for the Catholic Schools of the Archdiocese of Philadelphia* for \_\_\_\_\_ (school name). I hereby give my permission for my child to use the Internet and will not hold \_\_\_\_\_ (school name) or the Archdiocese of Philadelphia liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

I have read the *Waldron Mercy Academy Parent and Student Policies and Procedures 2009 to 2010* and I agree to follow the school policies and procedures as stated.

_____ Parent Signature	_____ Date
_____ Parent Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date
_____ Student Signature	_____ Date

This signed form is due to Lorraine Cox, Main Office,  
by Wednesday, September 9, 2009.