

Student Acceptable Use Policy –User Agreement Form
St. Raphael School
Diocese of Cleveland

In this the 21st century, we are in a time of new and ever changing technologies. We at **St. Raphael School** believe using new technologies, electronic resources, and Internet access enhance student learning and provide a quality educational experience for all students. It is our privilege to be able to offer use of such technological resources to enhance the educational experience. However, despite these benefits, the Internet reflects the values of a global society and can provide access to sites that would be considered inappropriate. The purpose of this policy is to ensure the proper use of the technologies while enrolled at **St. Raphael School**.

All users are expected to use the technology available at **St. Raphael School** in a manner that is consistent with the teachings and mission of the Catholic Church and the school's academic programs. Technology includes, but is not limited to, cellular telephones, beepers, pagers, radios, CD/MP3/DVD players, video recorders, video games, personal data devices, computers (desktop, laptop, and touchpad) interactive white boards, document cameras, other hardware, amplification systems, electronic devices, software, Internet, e-mail and all other similar networks and devices. Users are expected to be responsible and use technology to which they have access appropriately. Obscene, pornographic, threatening, or other inappropriate use of technology, including, but not limited to, e-mail, instant messaging, web pages, and the use of hardware and/or software which disrupts or interferes with the safety and welfare of the school community, is prohibited, even if such uses take place after school hours or off school property (i.e., home, business, private property, public places, etc.).

Students must*:

1. Respect and protect the privacy of others.
 - a. Use only assigned accounts.
 - b. Decline to view, use, or copy passwords, data, or networks to which they are not authorized.
 - c. Avoid distribution of 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.
 - b. Report security risks or violations to a school administrator, teacher or network administrator.
 - c. Refrain from destroying or damaging data, networks, or other resources that do not belong to them without clear permission of the owner.
 - d. Refrain from intentionally or accidentally damaging, altering, or modifying any technology. This includes physical damage, alteration, or modification of equipment and/or unauthorized deletion, addition, alteration, or modification of data, software, apps, or other non-physical items.
 - e. Conserve, protect, and share these resources with other students and Internet users.
 - f. Abstain from overriding the Internet content filtering system.
3. Respect and protect the intellectual property of others.
 - a. Refrain from copyright infringement (no making illegal copies of music, games, or movies).
 - b. Avoid plagiarism.
4. Respect and practice the principles of parish and school community.
 - a. Communicate only in ways that are kind and respectful.
 - b. Report threatening or discomforting materials to a school administrator, teacher or network administrator.
 - c. Refuse to access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - d. Avoid accessing, transmitting, copying, or creating material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - e. Abstain from using the resources to further other acts that are criminal or violate the school's code of conduct.
 - f. Avoid sending spam, chain letters, or other mass unsolicited mailings.
 - g. Refrain from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

- h. Avoid posting or disseminating any harassing, demeaning, threatening or immoral comment or visual injurious to the reputation of the school, the parish, the Church or an individual, whether the action occurs on school property or off grounds.

*** Numbers one through four are not an all-inclusive list.**

Consequences for Violation: Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources will depend on the severity of the situation.

Supervision and Monitoring: School and network administrators and their authorized employees periodically monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Students have no expectation of privacy with respect to the use of technology resources. Administrators 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. The school administration has the right of access to any electronic devices brought onto school property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement should one be committed.

Agreement form: In order to ensure the proper use of technology resources, it is necessary that each user and parent/guardian annually sign the attached Student Acceptable Use Policy – User Agreement Form. The signed form must be on file at **St. Raphael School** before Internet and other technology access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

The school reserves the right to issue additional or more detailed rules for the use of technology resources, and violations of such rules may be a cause for imposition of any of the penalties delineated above.

The school reserves the right to seek financial restitution for any damage, alteration, modification, deletion, or additions caused by a student whether intentionally or accidentally. This restitution may include, but is not limited to, a minimum site charge of \$125.00 if outside resources are required to restore any aspect of the school's technology resources to its original condition.

USER AGREEMENT / PARENT PERMISSION FORM

Both Signatures Required

Student Signature Section:

- I have read the terms and conditions of the **Student Acceptable Use Policy** and/or have had them read and explained to me.

- I understand that technological resources are provided for educational purposes only.

- I agree to abide by the terms and conditions stated in the **Student Acceptable Use Policy**. Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include revocation of privileges to access the Internet and/or other technological resources, demerit, detention, suspension, expulsion, and possible legal action.

User Name (print) _____ School _____

User Signature _____ Date _____

Grade _____ Homeroom _____

Parent/Guardian Signature Section:

As the parent or legal guardian of the student signing above, I have read this **Student Acceptable Use Policy** and grant permission for my child to access the **St. Raphael School** information technology resources. I understand that my child will be held liable for violations of this agreement and that I will be responsible for any expenses incurred by **St. Raphael School** as a result of the actions of my child. I understand that **St. Raphael School** information technology resources are intended for educational purposes. I also understand that my child's school may not be able to restrict access to all controversial materials, and I will not hold **St. Raphael School** responsible for materials acquired on the network.

Parent/Guardian Name (print) _____ Date _____

Parent/Guardian Signature _____