

Holy Spirit Catholic School

Responsible Use Agreement

Terms and Responsible Use of the Internet

Holy Spirit Catholic School is dedicated to providing students with access to advanced technology and increased access to learning possibilities. The internet is one vehicle that can provide these opportunities. With the privilege of increased access to the internet at Holy Spirit comes a higher level of responsibility from students, parents, teachers, and staff.

The use of the Internet is a privilege, not a right, and inappropriate use will result in a loss of this privilege.

As such, adherence to the HSCS Acceptable Use Policy (AUP) using the following guidelines is necessary for continued access to the school's technological resources.

Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
 - Not share passwords.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - Conserve, protect, and share these resources with other students and Internet users.
3. Respect and protect the intellectual property of others.
 - Not infringe copyrights (not make illegal copies of music, games, or movies!).
 - Not plagiarize.
4. Respect and practice the principles of community.
 - Communicate only in ways that are kind and respectful.
 - Report threatening or discomfoting materials to a teacher.
 - Not intentionally 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 or harm).
 - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business.
 - Not to email each other during school time for social purposes.

Students may, if in accord with the guidelines above

- Use the internet for researching assignments and interactive learning sites for educational purposes as identified by teachers
- Use direct communications such as email, for educational purposes, under a teacher's supervision.

- Use the resources for any educational purpose.

Supervision and Monitoring. HSCS provides online resources to enrich, extend and promote rigor in daily instruction. These online resources require access to the Internet. The use of the Google tools should be limited to instructional and school-related activities. Student access to email is limited to email addresses within the HSCS domains (hscsidaho.org and holyspiritcs.com). *Students will be able to email staff members and other students only within these designated domains.*

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. 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. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement. The school will provide appropriate technology protection measures to filter the internet usage.

Under the direction of the principal, the faculty and staff at Holy Spirit are responsible for monitoring student internet use. Ultimately, parents and guardians are responsible for conveying the terms and acceptable use of the internet as outlined in this document to their child(ren).

In keeping with HSCS's priority on student safety, each student is provided an annual review of Internet Safety Policies, the Student Acceptable Use Guidelines, appropriate online behavior, and cyber bully awareness.

Each student and their parent/guardians are responsible for signing, and returning, the document at the beginning of each school year. The original, signed document will be placed in the student's file. A copy of the original will be sent home.

HSCS does not assume responsibility for damaged equipment including but not limited to physical damage and electronic damage regardless of whether damage occurred as an accident or on purpose.

As this is a dynamic program, the Acceptable Use Policy may change as need arises. A current policy will be available on the school website: www.holyspiritcs.com.

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This form must be completed, signed and returned before accessing Google Apps for Education.

Declaration. I have read, understand, and acknowledge receipt of the HSCS Acceptable Use Policy that includes use of Google Apps for Education. I will comply with the guidelines set out in this policy and understand that failure to do so may result in disciplinary action.

Student Name: (Print) Last _____ **First** _____

Parent/Guardian Signature: _____ **Date:** _____

Student Signature: _____ **Date:** _____

Student Generated Password: _ _ _ _ _

Homeroom Teacher Signature: _____ **Date:** _____

Student Participated in Digital Citizenship and Safety:

Teacher Initials: _____ **Date:** _____ **Student Initials:** _____ **Date:** _____

YES, I give permission for my child to be assigned a full HSCS Google Apps for Education account.

Student Name: (Print) Last _____ **First** _____

Parent/Guardian Signature: _____ **Date:** _____

NO, I do not give permission for my child to be assigned a full HSCS Google Apps for Education account. My child **WILL NOT** receive access to Google Drive (online documents), a Gmail Account (student email), and Google Calendar.

Student Name: (Print) Last _____ **First** _____

Parent/Guardian Signature: _____ **Date:** _____