

Dear Parents,

Each year we ask our parents and students to review and sign the Student Technology Contract (otherwise known as the Acceptable Use Consent Form).

Please download and read the Regulations with your child(ren). If you agree to allow your child(ren) to have access to the technology resources at St. Francis including Internet access, you and each of your children will need to sign an authorization form that we are attaching to this letter. The signed form(s) should then be returned to school as soon as possible. Only those children who have a signed authorization form on file will be allowed to utilize our technology tools and have access to the Internet.

For those with multiple children, please note that each child must have his/her separate form signed by him/herself and a parent.

**Please use the form attached to this email.**

Your child should bring the signed form with him/her to school on the first day. These should be returned to each child's homeroom. (The Student Technology Contract can also be found on the school's website – [www.sfx-lg.org](http://www.sfx-lg.org))

We appreciate the time you are taking to discuss these important and exciting teaching tools with your children. If you have any questions or concerns, please do not hesitate to contact me. (708)352-2175 or [ebrewin@sfxlg.org](mailto:ebrewin@sfxlg.org)

We have many exciting projects and lessons planned with technology integration in mind and we look forward to working with your children on these throughout the year.

Thank you for your support.

Ms. Ellen Brewin  
Technology Facilitator

## Technology Use by Student

# **Regulations for Student Acceptable Use of School Technology Resources\***

**PURPOSE:** St. Francis Xavier School provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence at St. Francis Xavier School by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers, and support staff. The use of these technology resources is a privilege, not a right.

With access to computers and people all over the world comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. St. Francis Xavier School firmly believes that the value of information, interaction, and research capabilities available outweighs the possibility that users may obtain material that is not consistent with the educational goals of the school.

Proper behavior, as it relates to the use of computers, is no different than proper behavior in all other aspects of St. Francis Xavier School activities. All users are expected to use the computers and computer networks in a responsible, ethical, and polite manner. This document is intended to clarify these expectations as they apply to computer and network usage.

### REGULATION TEXT:

#### **I. USE OF ST. FRANCIS XAVIER SCHOOL'S TECHNOLOGY RESOURCES**

It is the policy of St. Francis Xavier School to:

- (a) Facilitate uses of the internet that take advantage of the internet's primary functions: communication, education, information storage and retrieval;
- (b) Prevent user access or transmission of, over its computers and computer network, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications;
- (c) Prevent unauthorized access and other unlawful online activity;
- (d) Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and comply with the provisions of the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

Uses of the St. Francis Xavier School Technology Resources that are prohibited include, but are not limited to:

1. Violating students' rights to privacy/confidentiality, or unauthorized disclosure, use, and dissemination of personal identification information.
2. Attempting any unauthorized access to students' files by signing in as another student. Administration and teachers are authorized to access any students' files at any time. Parents may also request access to their child's network files.

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\* including but not limited to the intranet, Internet access, fax, E-mail, stand alone computer, and telephone

3. Downloading unacceptable materials, including images, music, and videos, that do not have a specific educational purpose, ie. to be integrated into an assigned project.
4. Copy and send personal communication to anyone else without the author's prior consent.
5. Violating copyright law, by taking material created by others and presenting it as one's own.
6. Using the school's technology resources to participate in communication that is meant to threaten, intimidate, or harass others.
7. Downloading, installing or storing software on a school computer without the approval of appropriate school personnel, including screen savers and chat programs.
8. Changing or attempting to alter *any* configuration, program or password on any computer or system. This includes clearing the history on Internet browsers.
9. Using a school computer without knowledge/approval of school personnel responsible for the computer.
10. Using inappropriate language, pictures, gestures in any form on the Internet or within the school's electronic network.
11. Using the Internet for entertainment or limited self-discovery function. This includes playing *any* games, watching videos that are not directly related to a class project, or accessing information for amusement purposes only.
12. Using the Internet for unauthorized purchases.

## II. GENERAL INFORMATION

The Internet, a worldwide telecommunications network that allows millions of computers to exchange information, is accessible to students. The school has the right to place reasonable restrictions on the material accessed or posted throughout its system.

The school provides Internet access to students to facilitate resource sharing, innovation, and communication. Information gathered from the Internet is viewed in the same manner as other reference material in the school. Such resources enhance the learning environment.

School personnel provide guidance to the student in Internet use and monitor the program to the best of their ability as a regular instructional activity. Controlling all materials on a global network is impossible, and an industrious user may discover inappropriate information or perform inappropriate actions in spite of adult supervision. Therefore, we encourage parents to have a frank discussion with their children about Catholic Christian values and how those beliefs should guide student activities while using the Internet.

School personnel will:

- To the extent practical, and as required by the Children's Internet Protection Act, apply blocking to visual depictions of material deemed obscene, or to child pornography, or to any material deemed harmful to minors as determined by the school administration.
- Teach proper techniques and standards for Internet participation.
- Guide student access to appropriate areas of the Internet.
- Assure that students understand that misuses of the Internet could result in loss of access privileges.
- Monitor related concerns, such as privacy, software policy, copyright laws, e-mail etiquette, and approved/intended use of the school's Internet resource sources.
- Be allowed to disable, subject to administrative supervision, protection measures in the case of bona fide adult research or other lawful purposes.

The student and parent/guardian must sign an Internet use agreement before the student is given access to the school's Internet resources. School personnel or the parent/guardian may withdraw student Internet access at any time.

The school is not responsible for any damages the student may suffer, including the loss of data. The school is not responsible for the accuracy or quality of any information obtained through any school Internet connection.

The school will not be responsible for unauthorized costs incurred by students, nor will the school vouch for the accuracy of information obtained through the Internet, nor will the school be responsible for students' negligence or mistakes.

The parent/guardian is responsible for any damage caused through the student's inappropriate use of the Internet system.

### III. PARENT OR GUARDIAN CONSENT FOR STUDENT USE OF THE ST. FRANCIS XAVIER SCHOOL TECHNOLOGY RESOURCES

Prior to the use of a student's account on the St. Francis Xavier School technology resources, the parent or guardian of the student must provide written authorization.

### IV. STUDENT ACKNOWLEDGMENT

All students who use the St. Francis Xavier School technology resources shall sign a form acknowledging the requirements of the guidelines on student acceptable use.

**PLEASE PRINT THE FORM ON THE NEXT PAGE  
(PAGE 5) FOR EACH OF YOUR CHILDREN.  
PARENTS AND CHILDREN ARE ASKED TO SIGN THE  
ACCEPTABLE USE CONSENT FORM AND RETURN TO  
THE STUDENT'S HOMEROOM TEACHER.**

PARENT/GUARDIAN ACCEPTABLE USE CONSENT FORM

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**I have read the School's technology resources guidelines, and have discussed them with my child. In consideration of the privilege of my child using the school's electronic communications system\*, and in consideration of having access to the public networks, I hereby release the school, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the types of damage identified in the school's policy and administrative regulations.**

I give permission for my child, \_\_\_\_\_, to participate in the school's electronic communications system including the Internet, and certify that the information contained on this form is correct.

Signature of parent or guardian \_\_\_\_\_

Home address \_\_\_\_\_

Date \_\_\_\_\_ Home phone number \_\_\_\_\_

\*Including but not limited to the intranet access, fax, E-mail, stand alone computer, and telephone.

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STUDENT ACCEPTABLE USE CONSENT FORM

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School ST. FRANCIS XAVIER SCHOOL

I understand that access to the school technology resources is not private and that the school will monitor my activity on any of those resources including the computer system, including e-mail and files but not limited to these particular resources.

I have read the school's technology resources guidelines and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access. I also understand that any actions taken through the school network that are in violation of the school disciplinary policy will be handled in accord with the policy.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_