

CCEF (OEEC) Use Agreement for Electronic Information Resources

(Grades PreK -8)

Each student who utilizes the school's computer network system and other school mobile/electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer network system and electronic information resources.

The use of the school's computer network system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's computer network or computing resources must comply with the appropriate rules for that network or resource.

Students are expected to follow all the following rules in all work involving the school's computers/mobile devices while attending St. Thomas & St. Timothy School.

Students will:

1. Not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and cloud storage that are provided by the school. I will keep my computer/mobile device clean and will not eat or drink when using any computer/mobile device.
2. Not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to use software applications, or games from external sources on school computer/mobile devices without proof of licensure and prior approval of appropriate school personnel.
3. Not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to the school's computer network system.
4. Not do anything that may disrupt or damage the school's computer network system or electronic resources. I will not allow access to materials or websites that I believe may contain viruses.
5. Not use the school's computer network systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening, or disrespectful language when using the school's computer network systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
6. Promptly disclose to my teacher or other school official any messages I receive or view that I feel are inappropriate or that make me feel uncomfortable.
7. Not agree to meet anyone that I have met online without my parents' permission.
8. Not use the school's computer network system or electronic resources to engage in any illegal act.
9. Honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the school's computer network.
10. Not use chat rooms, or social networks for personal use when using St. Thomas & St. Timothy School's computer network.
11. Not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. 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 school computers/mobile devices and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

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12. **Understand that I have no expectation of privacy in my use of school computer/mobile devices.** I understand that school officials may search and examine my use of school computers/mobile devices at any time, and without notice.

Parents must realize that their child may encounter material on a network that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

The use of the computer/mobile devices is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Student Signature: _____ Grade: _____

Date: _____

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as email and the Internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless St. Thomas & St. Timothy School and employees of the school system for any unauthorized or improper access to or misuse of the computer services networks that my child may commit. I understand that once signed this agreement is legally binding on me.

I further acknowledge that my child may be exposed to unauthorized or improper material while using the computer services network due to the actions of another student or unauthorized user. I acknowledge that while reasonable precautions will be taken to supervise student use of the computer services network, St. Thomas & St. Timothy School cannot reasonably prevent all inappropriate uses, including access to objectionable materials and communications with persons outside of the school in violation of school policies/procedures and rules.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: _____

Street Address: _____

Home Telephone: _____

Work Telephone: _____

Complete and return to your child's school.