



St. Patricia School

9000 South 86th Avenue
Hickory Hills, Illinois 60457

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Character Academics Compassion Values

ST. PATRICIA COMPUTER LAB PROCEDURES

Dear Parents,

Summer has arrived at its happy climax – back to school! Our computer lab will be open for business. Your signature will be your child’s admittance into the computer lab, Chromebooks and tablets for the year. Please follow the directions in the Acceptable Use Procedures attached.

It is vital that all parents read the attached procedures. Parents must keep the policy pages, sign and return the signature authorization form listing all children attending St. Patricia School. This document must be on file for each student per directive of the Archdiocese of Chicago. Until the form request for the signature is filled out, the student(s) will not be allowed to participate in the Computer Lab, Chromebook, tablet, or Promethean Board lessons. There will be no exceptions.

Please return the signature authorization sheet promptly.
Thank you for your cooperation and consideration. We look forward to another exciting academic year.

Sincerely,
Ms. Veronica Skelton-Cash –
Principal
Miss Bing – Technology

Technology Acceptable Use Procedures

St. Patricia School provides technology resources to its students and staff for educational purposes. The goal in providing these resources is to promote educational excellence by facilitating resources sharing, innovation and communication with the support and supervision of parents/guardians, teachers, and support staff. The use of these technology resources is a privilege, not a right.

Access to computers provides the potential availability of material that may not be considered of educational value in the context of the school setting. Appropriate behavior, as it relates to the use of computers, is no different from behavior expectations in all other aspects of the learning and instructional program. All users are expected to use the computers and computer networks in a responsible and ethical manner. This document is intended to clarify these expectations as they apply to computer and network usage in schools.

St. Patricia School procedures are as follows:

- prevent user access or transmission over its computers and computer network of inappropriate material via internet, electronic mail, or other forms of direct electronic communications;
- prevent unauthorized access and other unlawful online activity;
- prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and including but not limited to the intranet, Internet access, fax, email, stand-alone computer and telephone;
- comply with the provision of the Children’s Internet Protection Act {Pub.L.No.106-554 and 47 USC 254(h)}

Use of the technology resources that are prohibited include, but are not limited to:

- violating student rights to privacy/confidentiality or unauthorized disclosure, use, and dissemination of personal identification information;
- attempting any unauthorized access, including hacking of any computer system;
- downloading unacceptable materials;
- re-posting personal communication without the author’s prior consent;
- violating copyright law;
- using school technology resources for financial gain, credit card fraud, electronic forgery, other illegal activity and political purposes;
- downloading, installing or storing software on a school computer without the approval of appropriate school personnel;
- changing or attempting to alter any configuration, program or password on any computer or system;
- using a school computer without knowledge/approval of school personnel responsible for the computer;
- using inappropriate language, pictures, and gestures in any form on the Internet;
- using the Internet for entertainment or limited self-discovery function;
- using the Internet for unauthorized, purchases.

Parent/Guardian Consent Form

Acceptable Use of School Technology by Student

I/we have read the school technology guidelines, and have discussed them with my child(ren). In consideration of the privilege of my child (ren) using the school's electronic communications system* and in consideration of having access to the public networks, I/we hereby release the school, its operators, and any institution 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 **Acceptable Use Procedures (AUP)**.

I/We understand that access to the school technology resources is not a private activity and that the school will monitor student activity on any of the school resources including but not limited to the computer system, e-mail system, and other electronic devices and programs.*

I/We have read the school's technology procedures and regulations and agree to abide by these provisions. Violation of these provisions may result in suspension or revocation of system access. I/We also understand that any actions taken through the school network that are in violation of the school disciplinary code will be handled in accordance with the code. Appropriate legal authorities may be contacted if there is any suspicion of illegal activity.

Parent/Guardian: (Please initial in space provided below)

_____ I/We **DO GIVE** permission for my child(ren) to participate in the school's electronic communications system including the Internet and certify that the information contained on this form is correct.

_____ I/We **DO NOT 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.

Student(s): I have discussed, with my parent/guardian, how I may appropriately use the school's technology tools (see below). (Please provide other students on reverse side)

Name of Student

Initials

Grade

Print name of parent/guardian

Signature of parent/guardian

Date _____

*Including but not limited to Internet access, fax, email, stand-alone computer, and telephone. The parent/guardian is responsible for any damage caused through the student's inappropriate use of the school's Internet system.

11/14/18cm