

Saint Ann School

Electronic Information Resource Contract

Student: _____ Grade: _____ Date: _____

Saint Ann School Schoolwide Learning Expectations state that a student attending this school will develop into a life-long learner who “utilizes technology competently and responsibly.” Saint Ann School staff members strongly believe in the educational value of electronic services, such as the Internet, and recognize the potential of such to support our curriculum and student learning. Our goal in providing these services is to promote educational excellence by facilitating resource sharing, innovation, and communication. The school will make every effort to protect students and teachers from any misuses, abuses, or exposure to inappropriate material as a result of their experiences with an information service. All users must be continuously on guard to avoid inappropriate and illegal interaction with the information service.

Please read the document carefully. When signed by you and/or your parent, it becomes a legally binding contract. If you are in Grades 5-8, we must have your initials where indicated and your signature and that of your guardian / parent before we can provide you with access to electronic information services. If the student is in Grades K-4, the guardian / parent must initial and sign before the student is allowed access to the electronic information services.

Listed below are the provisions of this contract. If any user violates these provisions, access to the information service shall be denied, and you shall be subject to disciplinary action.

Terms and Conditions of This Contract

1. **Personal Responsibility.** As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the classroom teacher, computer teacher, staff person in charge, or school administrator. Misuse can come in many forms, but it is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described below. All the rules of conduct described in the *Saint Ann School Parent and Student Handbook* apply when you are on the network.

I have read and understand this provision.

Parent/Guardian's Initial (Gr. K-4) or Students Initial (Gr. 5-8) _____

2. **Acceptable Use.** My use of the electronic information service must be in support of education and research and with the educational goals and objectives of Saint Ann School (see *Saint Ann School Mission Statement and Philosophy* and *Schoolwide Learning Expectations*). I am personally responsible for this provision at all times when using the electronic information service.
 - a. Uses of other organizations' networks or computing resources must comply with rules appropriate to that network.

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- b. Transmission of any material in violation of local, state, or federal laws, rules or regulations is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret.
- c. Use of commercial activities by for-profit institutions is generally not acceptable.
- d. Use of product advertisement or political lobbying is prohibited.
- e. Attempts to hack password protected computers or services is also prohibited.

I have read and understand this provision.

Parent/Guardian's Initial (Gr. K-4) or Students Initial (Gr. 5-8) _____

3. **Privileges.** The use of the information system is a privilege, not a right, and inappropriate use shall result in a cancellation of those privileges. Each person who is granted access to electronic information services shall be instructed, either individually or as part of a group, in proper behavior and use of these services. The administration, staff, or faculty will decide what is appropriate use and their decision is final. The administration, staff, or faculty of Saint Ann School may request that a user's access to electronic services be denied, revoked, or suspended. A guardian / parent may submit a written request that a student not be granted access to electronic services.

I have read and understand this provision.

Parent/Guardian's Initial (Gr. K-4) or Students Initial (Gr. 5-8) _____

4. **Network Etiquette and Privacy.** You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- a. **BE POLITE.** Never send, or encourage others to send, abusive messages.
- b. **USE APPROPRIATE LANGUAGE.** Remember that you are a representative of our school on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, racial slurs, cultural epithets, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- c. **PRIVACY.** Do not reveal your home address or personal phone number or the addresses and phone numbers of students or colleagues.
- d. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to, or in support of, illegal activities must be reported to the authorities.
- e. **DISRUPTIONS.** Do not use the network in any way that would disrupt use of the network by others.
- f. **OTHER CONSIDERATIONS:**
Do be brief. Fewer people will bother to read a long message.
Do minimize spelling errors, and make sure your message is easy to understand and read.

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Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.

Do get the most appropriate audience for your message, not the widest.

Do remember that humor and satire are very often misinterpreted.

Do site references to any facts you present.

Do forgive the spelling and grammar errors of others.

Do remember that all network users are human beings. Be respectful of all correspondents.

Do post only to newsgroups you know and as authorized by the responsible staff member.

I have read and understand this provision.

Parent/Guardian's Initial (Gr. K-4) or Students Initial (Gr. 5-8) _____

5. **Services.** Saint Ann School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Ann School, its employees, or the Diocese of Fresno will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. Saint Ann School specifically disclaims any responsibility for the accuracy of information obtained through its services.

I have read and understand this provision.

Parent/Guardian's Initial (Gr. K-4) or Students Initial (Gr. 5-8) _____

6. **Security.** Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the teacher, staff member, or administrator in charge at once. Never demonstrate the problem to other users. Any user identified as a security risk shall be denied access to the information system.

I have read and understand this provision.

Parent/Guardian's Initial (Gr. K-4) or Students Initial (Gr. 5-8) _____

7. **Vandalism.** Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism shall result in the loss of computer services, disciplinary action, and legal referral if deemed appropriate.

I have read and understand this provision.

Parent/Guardian's Initial (Gr. K-4) or Students Initial (Gr. 5-8) _____

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Required Signatures

STUDENT (required of students in Grades 5-8)

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions shall result in disciplinary action, the revoking of user privileges, and appropriate legal action. I also agree to report any misuse of the information system to my classroom teacher, computer teacher, supervising staff member, or school administrator. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, visiting unapproved websites and other issues described above. All the rules of conduct described in the *Saint Ann School Parent and Student Handbook* apply when I am on the network. I understand that I have no right to privacy or confidentiality regarding the use of all electronic mail or messaging systems, all computer systems, and all telecommunication systems while on campus or at a school sponsored activity.

Student Signature _____ Date _____

PARENT OR GUARDIAN (required for all students)

As the parent or guardian of this student, I have read this contract and understand that it is designed for educational purposes. I understand that it is impossible for Saint Ann School to restrict access to all controversial materials, and I will not hold the school responsible for materials acquired on the network. I also agree to report any misuse of the information to Saint Ann School staff, administration, or teacher in charge. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission for my child to be granted access to the electronic information system, and I certify that the information contained on this form is correct. I understand that my student has no right to privacy or confidentiality regarding the use of all electronic mail or messaging systems, all computer systems, and all telecommunication systems while on campus or at a school sponsored activity.

Parent or Guardian Name (please print): _____

Signature _____ Date _____

SPONSORING TEACHER

I have read this contract and agree to promote this agreement with the student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student use of the network. As the sponsoring teacher, I agree to instruct the student on acceptable use of the network and proper network etiquette. I also agree to report any misuse of the information system to the Saint Ann School administration. Misuse can come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

Teacher's Name (please print): _____

Signature _____ Date _____