

OUR LADY OF PERPETUAL HELP CATHOLIC SCHOOL
Scottsdale, Arizona

Respectful and Proper Use Agreement
School Year 2012-2013

Student Name: _____ Homeroom Class: _____
(Please Print)

I understand that using the computer and its access to the Internet and school Network in the classroom, in the library and in the computer lab is an educational privilege. The goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. These guidelines are provided so that students are aware of the responsibilities required to use this technology.

For the protection of the students, teachers, and officials and for reasons associated to school safety and the school reputation, students are expected to demonstrate responsible social behavior and conduct themselves as good citizens when using the Internet, whether on or off campus.

Students are prohibited from posting any materials on the Internet or networking sites, and are prohibited from sending information via electronic transmission that is associated with or linked to Our Lady of Perpetual Help Catholic School-Scottsdale, its students, faculty, and/or staff without written consent from school administration. This may include but is not limited to pictures and videos of students, teachers, or other officials that are taken on campus or at an OLPH-Scottsdale sponsored event. Any violation of this policy will be subject to appropriate school disciplinary procedures up to and including dismissal or contacting law enforcement.

Please read this document carefully and sign at the bottom. Computer use at school may be revoked if a student does not follow the guidelines below.

1. **Respectful and Proper Use:** Use of computers, the Internet, and the school network must be in support of education and research within the educational goals and objectives. Transmission of any material in violation of any U.S., state, or school regulations are prohibited. This includes copyrighted material, threatening or obscene material, or material restricted by school policy or staff. The school network includes the use of school computers, as well as the use of the school network services such as the Internet, web services accounts, and network file folders. Students should have no expectation of computer privacy, as the school monitors computer and Internet use.
2. **Personal Responsibility:** As a member of Our Lady of Perpetual Help Catholic School Community, the student accepts responsibility for proper use of school technology and for reporting any misuse of technology. The use of school technology will meet the guidelines below:
 - I will respect the privacy and dignity of students and teachers at all times. I will not hack, use, copy, or delete another user's files, folders, or passwords.
 - I will keep my password private.

- I will use appropriate language by refraining from the use of profanity or insulting language. Offensive messages that originate outside of school, but disrupt the school’s educational process, may be subject to school consequences, and will be reported to parents or law enforcement as required.
 - I will respect school equipment and refrain from vandalizing any school computer equipment.
 - I will only save information on the “P:” or “S:” drives (not on the “C” drive).
 - I will only launch approved applications.
 - I will only use the pre-set desktop settings.
3. **Internet Safety:** The Internet provides opportunities for access to new resources, but it also provides unique risks to students. The school provides filtered access to the Internet on school computers, but to ensure safety on the Internet, I will follow the guidelines below:
- I will only use the Internet with permission and supervision by a teacher.
 - I will only visit sites that are directly related to the class assignment.
 - I will not give out personal information such as, but not limited to, my full name, date of birth, home address, or telephone number.
 - I will not give out personal information about someone else such as, but not limited to, his or her name, date of birth, home address, or telephone number.
 - I will immediately report to my teacher any information I come across that makes me feel uncomfortable or violates school policies.
4. **E-Mail and Communication Safety:** Online communication services provide opportunities for students, but they require careful use
- Accessing and/or using any e-mail account at school is prohibited. Instant messaging and chat rooms are prohibited.
 - Our Lady of Perpetual Help Catholic School may filter or monitor school provided computer services regardless of whether the account is accessed from school or another location
5. **Updates to the Policy:** The principal retains the right to amend this agreement for just cause and parents will be given prompt notification if changes are made.

Violations may result in the following consequences:

- Loss of Network/Internet access.
- Additional disciplinary action will be administered in line with existing handbook procedures regarding inappropriate material, language or behavior.

I agree to follow these and any other rules for Technology use that my school has or may establish.

Student’s signature

Date

This student has my permission to use the Internet in the classroom, computer lab, and the library.

Parent’s /Guardian’s Signature

Date