

Signed Agreements Packet

St. Sebastian School Families need to read and become familiar with the enclosed policies as a family, then sign & return each page in this packet to the school office during back-to-school week.

- Included in this packet:
- *Family Handbook Agreement
 - Appropriate Technology/Internet/Network Usage Agreement
 - Photography Consent Form

Family Handbook Agreement **2014-2015**

The _____ family has read the St. Sebastian School Family Handbook and agree to comply with all the included procedures and regulations.

Signed _____

Print Name _____

Date _____

Student Names & Signature (as needed)

_____	_____	_____
Print	grade	signature
_____	_____	_____
Print	grade	signature
_____	_____	_____
Print	grade	signature
_____	_____	_____
Print	grade	signature

St. Sebastian School

Student Network Responsibility Form

Internet Rules:

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Parent's permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

During school, teachers of students in elementary and middle school classes will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with informational sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

Sending or displaying offensive messages or pictures	Using obscene language
Harassing, insulting or attacking others	Violating copyright laws
Damaging computers, computer systems or computer networks	Using others' passwords
Trespassing in others' folders, work or files	Intentionally wasting limited resources
Employing the network for commercial purposes	

Depending upon the violation, one or more of the following sanctions may be invoked:

1. Loss of access to equipment.
2. Additional disciplinary action.
3. Notification to law enforcement agencies

This agreement also applies to student's personal devices on school property or at school events

St. Sebastian School

This school has chosen to permit students access to computers and telecommunications resources to further its educational goals and objectives. Reasonable care has been taken to assure the appropriateness and educational quality of the materials available through the use of educational software and telecommunications. However, parents and guardians are warned that this school and the Archdiocese of Milwaukee do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, this school/parish supports and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software and Internet access at the school/parish.

2. I have read the reverse side of this form titled, Student Network Responsibility Agreement, and subscribe to the rules and regulations.

3. PLEASE CHECK ONE OF THE FOLLOWING:

I hereby consent to the student having access to, and use of, the telecommunications resources at the school/parish. I also hereby indemnify and hold harmless the Archdiocese of Milwaukee and the school/parish from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

I do not consent to the student having access to, or use of, the telecommunications resources at the school/parish.

(Parent's/Guardian's signature)

(Date)

(Name of Parent's Guardian - Please Print)

(Names of All Students in family - Please Print) (All Student's Signature)

(Street Address)

(City)

(State)

(Zip)

(Home Phone)

(Office Phone)

Please return to the school by September 20, 2013. Thank you!
Additional Student Signatures below:

St. Sebastian School

Acceptable Use Policy for Computers and Telecommunications

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. St. Sebastian School provides computing and network resources for the use of students, employees, and others affiliated with the school. The equipment, software, and network capacities provided through school computer services are and remain the property of the school. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and the World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance learning projects as directed by teachers.
- Using Listservs and news groups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons, or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network, Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses is prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.

Unacceptable Practices (continued)

- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's/parish's computer resources.

Computers and Telecommunications - Acceptable Use

Access to the school's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School/parish users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via E-mail.
- The school reserves the right to access E-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or misinformation to law enforcement authorities.
- Any information contained on the school's computer(s) hard drive or computer disks which are purchased by the school are considered the property of the school.

This agreement applies to stand alone units as well as units connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school/parish disciplinary action, and/or appropriate legal action may be taken. The decision of the principal/pastor regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.

August 2012

Photography Consent and Authorization
St. Sebastian School / Archdiocese of Milwaukee

I hereby consent that one or more photographs may be taken of me. I authorize St. Sebastian School / Archdiocese of Milwaukee to use these photos in any way it deems appropriate. I understand and agree that the use of my picture is not an invasion of privacy. Neither I nor anyone claiming to be speaking on my behalf will later object to St. Sebastian School Archdiocese's use of this/these photographs.

Student Name(s): _____

Signature of subject or guardian:

Date: _____