



Student Name: \_\_\_\_\_

## ST. THOMAS AQUINAS CATHOLIC SCHOOLS STUDENT RESPONSIBLE USE AGREEMENT

All students granted access to STAR Catholic information resources must follow the responsible use rules below:

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| <b>General</b>                                 | <ul style="list-style-type: none"> <li>♦ STAR Catholic information resources are provided for the express purpose of supporting student learning in a 21<sup>st</sup> century Catholic learning environment.</li> <li>♦ STAR Catholic information resources must not be used to engage in acts that are contrary to the mission and purposes of the Division, to intimidate or harass, degrade performance, deprive access to a Division resource, obtain extra resources beyond those allocated, or to circumvent computer security measures. Obscene or inappropriate materials must not be intentionally accessed, created, stored or transmitted.</li> <li>♦ Access to questionable material for the purpose of academic research requires the written approval of a teacher or principal.</li> <li>♦ Misuse of technology may result in student access being suspended at any time at the discretion of the principal or the Technology Department.</li> </ul> <p>⇒ <b>I must <u>not</u> copy or reproduce any licensed software except as expressly permitted by the software license, use unauthorized copies on Division-owned computers or use software known to cause problems on Division-owned computers.</b></p> <p>⇒ <b>I am expected to show proper care for Division technology.</b></p> |
| <b>Data Protection</b>                         | <ul style="list-style-type: none"> <li>♦ Any data stored on servers outside of STAR Catholic Schools such as Google should <b>not</b> be considered as private or confidential as it could be accessed by others according to the laws of the host country (where the files are stored). For example, if the files are stored on a server in the United States, they may be legally subject to government review upon request; therefore, confidential or private information should <b>not</b> be stored on these web based services.</li> </ul> <p>⇒ <b>I will <u>not</u> attempt to access data or programs contained on systems for which I do not have authorization or consent.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Virus Protection</b>                        | <ul style="list-style-type: none"> <li>♦ All computers including personally owned devices connecting to the STAR Catholic network must run current virus protection software. Computers found to be infected with a virus or other malicious code will be disconnected from the STAR Catholic network until deemed safe by the Technology Department.</li> </ul> <p>⇒ <b>I will <u>not</u> disable or bypass Virus protection software except as required by the temporary installation of software or for other special circumstances.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Electronic Mail</b>                         | <ul style="list-style-type: none"> <li>♦ Delivery of electronic mail is not guaranteed.</li> <li>♦ Electronic mail is <b>not</b> private or confidential.</li> </ul> <p>⇒ <b>I will <u>not</u> pose as anyone other than myself when sending email, except when authorized to do so by the owner of the email account.</b></p> <p>⇒ <b>I will <u>not</u> read another user's email unless authorized to do so by the owner of the email account.</b></p> <p>⇒ <b>I will <u>not</u> send or forward email that is likely to contain computer viruses.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Confidential or Protected Information</b>   | <ul style="list-style-type: none"> <li>♦ All <b>confidential or private</b> student information transmitted over external networks shall be encrypted. This information shall not be sent or forwarded through non-Division email accounts provided by other Internet Service Providers, and shall not be knowingly transmitted via wireless networks to or from a portable computing device unless approved wireless transmission protocols and security techniques are utilized.</li> <li>♦ STAR Catholic does <b>not</b> guarantee the privacy of email or of any other data that is stored on external servers such as Google.</li> <li>♦ Students should consider backing up their files that they store locally or using Google or any other external storage provider. STAR Catholic does not back up any data stored by external storage providers or local computers.</li> </ul> <p>⇒ <b>I will <u>not</u> use audio or video devices to capture photos, audio or video at school without permission from both a staff member and the subject(s) of the recording.</b></p>                                                                                                                                                                                                                      |
| <b>Incidental Use of Information Resources</b> | <ul style="list-style-type: none"> <li>♦ Incidental personal use of electronic mail and internet access is permitted by Division procedure but it must not interfere with normal performance of a student's duties, must not result in direct costs to STAR Catholic, and must not expose the Division to unnecessary risks.</li> <li>♦ Non-school related information should not be stored on Division network file servers.</li> <li>♦ Any files, messages or documents residing on STAR Catholic computers may be subject to public information requests and may be accessed by the Division. Therefore, a Division email account should not be used for personal email correspondence that is confidential in nature.</li> </ul> <p>⇒ <b>I will <u>not</u> use STAR Catholic Information resources to store or transmit any confidential personal information.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>Internet Use</b>                     | <ul style="list-style-type: none"> <li>♦ Software for browsing the Internet is provided to authorized users for educational and research purposes.</li> <li>♦ Due to network maintenance and performance monitoring and to ensure compliance with applicable laws and policies, all user activity may be subject to logging and review.</li> <li>♦ Email or postings by students to news groups, "chat rooms" or "listservs" must not give the impression that they are representing, giving opinions, or making statements on behalf of STAR Catholic, unless authorized. Students should use a disclaimer stating that the opinions expressed are their own and not necessarily those of STAR Catholic.</li> </ul> <p>⇒ <b>I agree to adhere to copyright laws with regards to duplication or replication of other people's work.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Personally Owned Digital Devices</b> | <ul style="list-style-type: none"> <li>♦ All computers and portable-computing devices using STAR Catholic information resources shall be password protected to protect against unauthorized access to Division information resources.</li> <li>♦ If it is determined that required security related software is not installed on a personal computer or that the computer has a virus or in some way endangers the security of the STAR Catholic information resources the account and/or network connection will be disabled. Access will be re-established once the student can demonstrate to the Technology Department that the computer or device is safe.</li> <li>♦ Special care shall be taken to protect information stored on laptops or any personal digital device, and in protecting such devices from theft. All portable computing devices shall encrypt all private, confidential data to ensure confidentiality in the event that the device is lost or stolen.</li> <li>♦ Student owned devices in class may only be used with teacher permission in accordance with the school's conduct policy.</li> <li>♦ Students are responsible to service their own devices as required. STAR Catholic will only support the connection to the network and its related services.</li> <li>♦ The Division is not responsible for the loss, theft or damage of a student owned device.</li> <li>♦ Division personnel may access student personal digital devices if there is reasonable grounds to believe that there has been a breach of school rules or policies and that a search of the device would reveal evidence of that breach. This may include but is not limited to audio and video recordings, photographs taken on school property that violated the privacy of others or is related to bullying.</li> </ul> <p>⇒ <b>I will only connect my personal digital device(s) to the wireless network provided for student use. I will not</b></p> <p>⇒ <b>I agree to take precautionary measures to protect my personal digital device(s) from unauthorized access.</b></p> |
| <b>Passwords</b>                        | <ul style="list-style-type: none"> <li>♦ Every student account password, any personal identification numbers (PIN), security token or any other similar information or device used for identification and authorization purposes must not be shared. Each student is responsible for all activities conducted using his or her account(s).</li> <li>♦ Users should not circumvent password entry through use of auto logon, application "remember password" features, embedded scripts or hard-coded passwords in client software.</li> </ul> <p>⇒ <b>I agree to keep my personal passwords private and confidential.</b></p> <p>⇒ <b>I will <u>not</u> attempt to circumvent any password protected device or software security.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Security</b>                         | <ul style="list-style-type: none"> <li>♦ Security programs or utilities that reveal or exploit weaknesses in the security of a system or that reveal data by circumventing established authorization procedures and systems should not be downloaded and/or used. For example, the use of password cracking programs, packet sniffers, or port scanners on Division networks is <b><u>not</u></b> permitted.</li> <li>♦ Users must report any identified weaknesses in STAR Catholic computer security and any incidents of possible misuse or violation of this agreement to a teacher or Principal.</li> <li>♦ Where technically feasible, all laptops or other personal digital devices should be secured with a password-protected screensaver for personal protection.</li> </ul> <p>⇒ <b>I agree <u>not</u> to download, install or attempt to use any software that is designed to reveal or exploit</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

### Parent/Guardian Acknowledgment

I acknowledge that I have received and read the STAR Catholic Responsible Use Agreement. I have reviewed and discussed each bullet with my child, and I understand and acknowledge that my child must comply with the agreement when accessing and using information resources. I further understand and acknowledge that any failure to comply with the agreement may result in appropriate disciplinary action and/or legal action.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

### Student Acknowledgment

I acknowledge that I have received and read the STAR Catholic Responsible Use Agreement. I understand and acknowledge that I must comply with the agreement when accessing and using information resources. I further understand and acknowledge that any failure to comply with the agreement may result in appropriate disciplinary action and/or legal action.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date