

St. Patrick School Network User Agreement Form for Faculty and Staff

Please read this document carefully before signing.

The St. Patrick School believes that the technology resources on our campus offer vast, diverse and unique opportunities to our students, faculty and staff. Our intent is to make our computer network and Internet access available to all users in order to enhance student learning and further the educational goals and objectives of our school. In order to ensure this access it is crucial that all members of our learning community use our technology resources responsibly. These guidelines will help users behave as responsible digital citizens and to avoid inappropriate actions.

The network is provided for users to conduct research, communicate with others and to enhance student learning. Access to network services is given to students, faculty and staff who agree to adhere to the St. Patrick School guidelines. Access is a privilege - not a right. Access entails responsibility. The school may restrict, suspend or terminate user's access to the network and school technology systems if these guidelines are not followed.

Teachers and staff are responsible for returning equipment which is checked out in their name. Equipment must be kept in good working condition and returned in the same way that it was checked out. In the case that these expectations are not met, the teacher or staff member will be personally responsible for the cost of replacing the equipment.

Guidelines for Use of Electronic Media:

Faculty and staff will be taught appropriate use of the network, student information systems, educational software, communication tools such as e-mail and general Internet use. All guidelines and school expectations for behavior and communications apply. Users are responsible for appropriate conduct on school computer networks just as they are in a classroom or in any school facility, and should be polite and respectful.

As a St. Patrick School staff member at times you will have access to personal information of others in the St. Patrick school community such as email address and phone numbers – it is your responsibility to protect this personal information. Communications on the network are often public in nature and every precaution should be taken to ensure the security of those within the community (for example using the "BCC"

field when sending out group emails).

Individual users of the computer networks are responsible for their behavior and communications over those networks. Users will comply with school standards and will honor the agreements they have signed. Users shall report any misuse of the network to a principal or supervisor.

Network administrators may review rules and communications to maintain system integrity and ensure that the system is being used responsibly. Users should not expect that files stored on the school's servers will always be private. Within reason, freedom of speech and access to information will be honored. St. Patrick School has a firewall in place to filter inappropriate Internet content, with that said it is ultimately the users' responsibility to avoid potentially offensive materials.

The list below illustrates, but is not limited to, actions which are not permitted:

- Displaying, saving or distributing offensive messages or pictures
- Damaging or disrupting computers, computer systems or computer networks
- Revealing personal address, phone number or other contact information of yourself, students, families or colleagues
- Using another's password or account without their permission
- Intentionally wasting limited resources (i.e. bandwidth, file space and/or printers)
- Employing the network for commercial, political or profit-making purposes
- Using obscene language
- Harassing, insulting or attacking others
- Violating copyright laws
- Trespassing in another's folders, work or files
- Downloading software for non-instructional purposes
- Using social media or chat programs for non-educational purposes
- Accessing inappropriate websites or online content. Distributing any material in such a manner that might cause congestion of the network violations may result in a loss of access as well as other disciplinary action deemed appropriate by the school administration.

The Direction

St. Patrick School Network User Agreement Form

As a user of the St. Patrick School's computer network, I hereby agree to comply with the above stated rules, communicating over the network in an appropriate fashion while honoring all relevant guidelines and restrictions.

Name of the Student: _____

Grade: _____

Father's Signature: _____ **Mother's Signature:** _____

Signature of Student: _____

Date: _____

We are not responsible for the loss of any equipment left unattended, or the misuse by the student him/herself. The students are responsible for identifying their device and have it with its respective cover.