

Holy Family Catholic Academy
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HOLY FAMILY CATHOLIC ACADEMY ACCEPTABLE USE POLICY

Holy Family Catholic Academy realizes the value of access to the Internet and recognizes its value in education. It also recognizes the potential for abuse. In an effort to prevent such abuse, students are required to sign an Acceptable Use Policy at the beginning of each academic year. No student will be allowed to use the Internet at Holy Family without a completed Acceptable Use Policy (signed by both the student and his/her parent/guardian).

Holy Family uses a proxy server to filter/block unsuitable Internet sites. No filtering method is perfect, however, and on a global network it is impossible to filter all material and guarantee that no questionable material can be accessed.

Please read the policy carefully before signing it and have you son/daughter return it during his/her regularly scheduled computer class.

THE FOLLOWING IS NOT PERMITTED AT HOLY FAMILY CATHOLIC ACADEMY :

1. Any type of vandalism to hardware, software, furniture, etc.
2. Plagiarism or violation of copyright.
3. Visiting inappropriate web sites. It is understood that the Internet will not be used for anything other than teacher directed use.
4. Downloading programs of any kind to the computer's hard drive.
5. Loading software of any kind, whether from the Internet, CD-Rom, etc.
6. Accessing or using web based e-mail accounts or visiting chat rooms.

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Holy Family reserves the right to access all files, Internet logs, and electronic mail. All individuals using off-site technology in a manner that causes harm to our community will be in violation of the Acceptable Use Policy. Irresponsible or non-educational use of the CATHOLIC ACADEMY network is a violation that will result in the loss of access to the Internet. Additional disciplinary measures may be determined by the nature of the violation.

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I have read the Holy Family Acceptable Use Policy and agree that by following the guidelines I will be allowed Internet access for the Academic year 2017-2018.

STUDENT'S SIGNATURE _____

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As the parent/guardian of the above named student, I have read Holy Family's Acceptable Use Policy. I understand that Internet access is designed for educational purposes and that Holy Family has taken precautions to screen controversial or objectionable material. However, I realize that it is impossible to ensure that no objectionable material can be accessed and I will not hold Holy Family Catholic Academy responsible for materials acquired on the Internet. I request that HFCA Internet privileges be authorized for my child.

PARENT'S SIGNATURE _____

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Date

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TELECOMMUNICATIONS USE AGREEMENT

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom.

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Holy Family Catholic Academy:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and flash drives that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Parent/Guardian Signature

Student Signature

VIII

Parent Signature Page

I have read the 2017/2018 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

Family Name _____

Parent Name (Please Print)

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Parent Signature & Date

Student Name Please Print)

Student Signature (if applicable) & Date

***Parents and students must both sign. MUST BE SEPARATE ONE FOR EACH STUDENT**

SIGNED FORM DUE TO HOMEROOM TEACHER by September 21, 2017.

PHOTO/VIDEO PARENTAL/GUARDIAN CONSENT & RELEASE FORM

Throughout the school year – Holy Family Catholic Academy holds/participates in many events which are photographed/taped, etc., by the school, diocesan agencies, etc. It is possible that these photos/videos may be used by Diocesan Media- i.e. *The Tablet, The Net*; by the school for brochures, the website, etc. to help advertise the school. (Participants/those photographed will not be named/identified unless specifically asked.)

By filling out the release/consent form below, you give authority/permission to:

1. Photograph/record your child's participation in School/Diocesan Events.
2. Use said photographs/videos in publications, websites or other materials produced from time to time by Holy Family, the Diocese of Brooklyn, or its agencies.

PHOTO/VIDEO PARENTAL/GUARDIAN CONSENT & RELEASE FORM-----Please PRINT legibly

Student's Name _____ Date of Birth _____

Address _____ State _____ Zip Code _____

Home Phone _____ Cell Phone _____

Parent/Guardian Name _____

School: Holy Family Catholic Academy Grade _____

Parent/Guardian Signature _____ Date _____

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_____ I decline to sign Photo Release Form. In doing so I realize my child may be removed from events or activities if/when photos are taken.