

## **STS Cell Phone Policy 2023-2024**

**Dear Parents/Guardians of KINDERGARTEN through EIGHTH Grade Students:**

Completion of this Form is **REQUIRED** by a parent/guardian for **EACH** Grade K-8 Student. Your choice will be effective for the 2023-2024 school year unless *specifically changed at your written request which you may provide at any time.*

**Smart watches (e.g. Apple watch, Pixel watch) are NOT PERMITTED on STS campus at any time.**

**Kindergarten students are NOT PERMITTED to bring a cell phone to School. Please complete this form regarding your selected Kindergarten student, acknowledging this restriction.**

**DUE FRIDAY, AUGUST 25, 2023**

Your child **MAY** bring a cell phone to school **ONLY** under the following Policy:

- 1. The cell phone will ALWAYS be turned “off” when arriving at school and immediately brought to the Homeroom Teacher when the child arrives to the Homeroom Classroom after morning assembly.**
- 2. The cell phone will be returned to the child at the end of the school day as per Homeroom Teacher protocol.**
- 3. The cell phone will NEVER be stored on their person, in the classroom desk, or in a backpack or locker. It will be stored with the Homeroom Teacher or in the Main Office.**
- 4. The school will not be held responsible for loss or damage of a cell phone.**
- 5. If a student is found to have an active cellphone on their person at any time, it will be retained and a parent/guardian will have to retrieve the cell phone from the Principal's office.**

## **STS Chromebook Agreement 2023-2024**

**Dear Parents/Guardians of FIRST through EIGHTH Grade Students:**

**Completion of this Form is REQUIRED by a parent/guardian for each Grade 1-8 Student.**

**It includes a STUDENT ACKNOWLEDGEMENT, confirmed via Parent Digital Signature, indicating that this Agreement has been discussed and shared with the student.**

**DUE FRIDAY, AUGUST 25, 2023**

### **Rules of Use and Agreement**

**St Therese School (STS) Chromebooks are provided for use by enrolled Grade 1 through 8 students, Faculty, and replaced every three years. These Chromebooks may be used outside of STS campus for homework and are subject to the STS Internet and Technology Resources Acceptable Use Policy, a separate Agreement to be provided.**

- **User/parent/guardian are responsible for ensuring the Chromebook is not damaged, lost, or stolen, until its return to STS upon withdrawal/graduation to student Homeroom teacher.**
- **User may not borrow more than one Chromebook at a time.**
- **Upon return of the Chromebook (at end of school year), user accounts will be locked and data will be deleted. (*Graduating students are permitted to save documents.*)**
- **All Chromebooks are managed by the stthereserobury.org domain and restrictions applied as needed.**
- **In the event of damage/repair needed, I will promptly execute the Chromebook Repair Request found on the Parents Page of the STS website.**

### **Damage/Replacement Fees**

- **Chromebook Replacement: \$300 (This will automatically be added to your Blackbaud Tuition Management account.)**
- **Screen Replacement: \$150.00**

### **STUDENT ACKNOWLEDGEMENT**

**I acknowledge that I have read, understand, and agree to all the terms outlined in the St. Therese School Chromebook Agreement. I further understand that I am responsible for my actions as a user of the school's technology resources and that I am responsible to act considerately and appropriately when using the Chromebook assigned to me as outlined in the STS Internet and Technology Resources Acceptable Use Policy.**

## **STS Internet and Technology Resources Acceptable Use Policy 2023-2024**

**Dear Parents/Guardians of KINDERGARTEN through EIGHTH Grade Students:**

**Completion of this Form is REQUIRED by a parent/guardian for each Grade K-8 Student.**

**It includes a STUDENT ACKNOWLEDGEMENT, confirmed via Parent Digital Signature, indicating that this Policy has been discussed and shared with the student.**

**DUE FRIDAY, AUGUST 25, 2023**

**St. Therese School offers Internet and Technology Resources for student use. This document is the Acceptable Use Policy for the use of the internet, computers, and other technology resources of the school. While the generic terms “computer” and “computer system” are used in this policy, this policy shall apply to all school-owned computer and other technological resources (audiovisual equipment, telecommunications devices, etc.) located on school grounds. This policy shall apply to all electronic databases, information and software as well as to physical equipment. This Internet system has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established “as a public access or public forum” and St. Therese School has the right to regulate the material you access or post, to insure that all use of the system is in accord with the Christian philosophy of the school, and enforce all rules set forth in the school’s disciplinary code, Diocesan policy, and the laws of the United States and the State of New Jersey. Further, you may not use this system for commercial purposes to offer, provide, or purchase products or services through the system. Access to the Internet is available through St. Therese School only with permission of the Principal or his or her designee and Parents, as indicated by the signing of this Policy.**

### **Personal Safety**

**You will not post contact information (i.e. address, phone number) about yourself or any other person.**

**You will not agree to meet with someone you have met online. Any contact of this nature or the receipt of any message should be reported to school authorities immediately.**

### **Illegal Activities**

**You will not attempt to gain unauthorized access to any computer system or go beyond your authorized access by entering another person’s password or account number, or by accessing another person’s files.**

**You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.**

**You will not attempt to modify any of the school’s computers or computer systems by changing system, hardware, or software configurations.**

**You will not use the system to engage in any other illegal act.**

### **System Security**

**You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.**

**You will immediately notify a teacher or the system administrator of any system problems.**

**You are not to download material of any kind from any other computer system or the Internet without the express permission of your teacher or the system administrator. You are not to load or install any program files or software onto the school’s workstations or system.**

### **Inappropriate Language**

**On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will use language consistent with our Catholic Christian philosophy and values.**

**You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.**

**You will not post information that could cause danger or disruption or engage in personal attacks, including**

**prejudicial or discriminatory attacks.**

**You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.**

#### **Respect for Privacy**

**You will respect the privacy of others by not reposting a message that was sent to you privately without permission of the person who sent you the message.**

**You will not post private information about yourself or another person.**

#### **Respecting Resource Limits**

**You will use the system only for educational and career development activities.**

**You will respect the rights of others to use the system by not using the system for longer than the time prescribed by your teacher or system administrator.**

**You will not post chain letters or engage in “spamming” (that is, sending an annoying or unnecessary message to a large number of people).**

**You will use the e-mail capabilities of the system only with the express permission of your teacher or the system administrator.**

**You may not establish a private e-mail account to use on the school’s system, nor will you access your personal e-mail account from the school’s system.**

**You may access internet newsgroups, discussion groups, chat rooms, instant messaging services and bulletin boards only with the express permission of your teacher or the system administrator. Such requests will only be granted if the access or material being sought is directly relevant to your education or career development.**

#### **Plagiarism and Copyright Infringement**

**You will not plagiarize words or ideas that you find on the Internet.**

**You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. Direct any questions regarding copyright law to a teacher.**

#### **Inappropriate Access to Material**

**You will not use the school’s computers to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).**

**Your parents should instruct you if there is additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents’ instruction in this matter.**

#### **Your Rights**

**The Internet is considered a limited forum, similar to the school newspaper, and therefore the school can restrict your right to free speech. Any exercise of free speech using the school’s computers must be in keeping with Catholic Christian values as expressed in the school’s philosophy. You should expect no privacy or permanency of the contents of your personal files on the school’s computer system. Routine maintenance and monitoring of the system will occur, and may result in the viewing and/or removal of your files. An individual search will be conducted if there is reasonable suspicion that you have violated any of the terms of this policy, the school disciplinary code, or the law. The school will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted through the school’s computer system. Any violation of the terms of this policy will be subject to disciplinary actions. The school may, at any time, place restrictions on your use of the school’s computer system. The school makes no guarantee that the functions or the services provided by or through the school’s system will be error-free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on the system. The school will not be responsible for financial obligations you may incur while using the system. The school fully expects that you will follow the directions of your teachers and other school authorities in all matters regarding access to information using the school’s computer system. All uses of the system must show a respect for the rights of others and the dignity of the human person. All behaviors will reflect this policy.**

**STUDENT ACKNOWLEDGEMENT**

**I acknowledge that I have read, understand, and agree to all the terms outlined in the St. Therese School Internet and Technology Resources Acceptable Use Policy. I further understand that I am responsible for my actions as a user of the school's technology resources and that I am responsible to act considerately and appropriately when using any St. Therese School Technology Resource. I understand that any or all of the following sanctions, as outlined in the Parent-Student Handbook, could be imposed if I violate any policy and/or procedure regarding the use of any St. Therese School Technology Resource which includes but not limited to loss of access, additional disciplinary action determined as appropriate, legal action, when applicable.**

## **STS Media Publishing and Participation Policy and Release 2023-2024**

**Dear Parents/Guardians of KINDERGARTEN through EIGHTH Grade Students:**

Completion of this Form is **REQUIRED** by a parent/guardian for each Grade K-8 Student. Your choice will be effective for the 2023-2024 school year unless *specifically changed at your written request which you may provide at any time*.

**DUE FRIDAY, AUGUST 25, 2023**

As part of your child's educational experience at St. Therese School, he/she may have the opportunity to have his/her work or likeness published, alone or in a group, including but not limited to: compositions, projects, and drawings in various media outlets including but not limited to: diocesan publications, St. Therese School official social media and website, local online "newspapers", etc. From time to time throughout the school year, we may be seeking opportunities to promote name recognition and content and/or development of Catholic Schools. Media may include but are not limited to: photography, video, CD, DVD, radio broadcast, television appearances and Internet media. We may also create promotional media products including but not limited to: social media, brochures, advertisements, fundraising material, etc. This permission is designed to obtain your permission to include your child in these activities. There is no compensation or penalty attached to your selection. Your choice will be effective for the current school year unless specifically changed at your written request which you may do at any time.

The Media Publishing and Participation Policy is as follows:

- 1. Students' Work Product and their photograph/likeness may be published in various media including but not limited to publication of: students' photograph/likeness alone or in a group, documents, drawings, photos, group and single projects or music only in compliance with official policy. Such entities will never include a student's phone number, street address or box number, last name, or information about family members without specific approval. All minors require this digital consent of their parent(s)/guardian(s) to participate.**
- 2. References to e-mail addresses will be restricted to faculty, staff and administrators only.**
- 3. Students' likenesses and published Work Products will never include any information indicating the physical location of a student at a given time other than attendance at school or participation in school activities.**
- 4. External links to other web sites will never be included in published likenesses or Work Product.**
- 5. Students' Work Products, including but not limited to: likenesses of the student(s), documents, drawings, photographs and music must conform in format and content to applicable diocesan and school policies and established school policies.**
- 6. Products including but not limited to: documents, drawings, photographs, music and any other media material must be approved by the referring teacher and administrator before publication.**
- 7. All original work product and/or photographs of students submitted by students and/or used by the school will be considered protected by US copyright in the name of the student and school and may be identified as such. As such, it may not be reproduced or duplicated without permission.**