

**PARENT-STUDENT HANDBOOK  
ACKNOWLEDGEMENT FORM  
2023-2024**

*(you may print the following 2 forms and **return ONLY them to the campus**; entire handbook returned is not required)*

*The school and/or the principal retain the right to amend the school handbook at any time. Parents will be given prompt notification via the website if changes are made and the new version will be posted. Families are encouraged to be familiar with this handbook and to learn school policies. Questions should be directed to the principal.*

Dear Parents:

Please view our school handbook online at [www.SHCSsaints.org](http://www.SHCSsaints.org) and click on Parent Resources, Family Handbook. If you want to request a paper copy of the handbook, please contact the front office. Please sign, date, and **return the following 3 forms** to your child's teacher. (You do not need to return the entire handbook.) Your signature and that of your child/children indicate that you have read the online version or a hard copy version of the school handbook. It also means that you have discussed with your child/children the appropriate items from the handbook, and that you and your child/children agree to abide by the school procedures, regulations and policies discussed in this handbook. Ignorance of the policies is not an excuse for not following them. All enrolled families are given a copy of or have access to the Parent/Student Handbook for the school year. Thank you for your cooperation.

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We have read and discussed the St. Helen Catholic School Handbook. We agree to follow the school procedures, regulations, and policies covered in this handbook. **Parent, please initial each line below:**

\_\_\_\_\_ I have received a copy or have online access to the Parent/Student Handbook.

\_\_\_\_\_ I will read and refer to the Parent/Student Handbook.

\_\_\_\_\_ I will follow the policies and procedures in the Parent/Student Handbook.

\_\_\_\_\_ I will seek clarification from the Principal for any policies and procedures if unclear.

\_\_\_\_\_  
Parent or Guardian Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

***(The signed, returned form will be maintained in the school office.)***

**St. Helen Catholic School**  
**ACCEPTABLE USE OF TECHNOLOGY POLICY 2023-2024**

**The Twelve Commandments of Student Computer Use**  
**(for all personal/school devices in grades PK-8 and for Chrome Book loaners in grades 4-8)**  
*(you may print this form and **return ONLY this form to the campus**; entire handbook return is not required)*

Before a student will be allowed to take an electronic device out of his/her backpack or use a school-issued device, parents and students must agree and sign below. **This form must be returned prior to students using their personal or school-issued devices.** *Classroom teachers will keep this agreement filed in their classrooms.*

The classroom teacher will designate appropriate times and uses for the utilization of all electronic devices. We are signing this acknowledgement to state that we understand the Technology Acceptable Use Policy (found in handbook), the BYOD Policy, and the Ten Commandments of Computer Use. We agree to the terms of use of these devices (including the understanding of a \$50 confiscation fine for unacceptable usage). We will not hold the school responsible for lost, stolen, or damaged personal devices. As a parent/guardian, I am allowing my student to bring and/or use personal and school devices at school for the current school year. **Parents should also note they are legal responsible for their children's actions on technology.**

**SECTION I AGREEMENT (all students):** As a St. Helen Catholic School Student, **I will ...**

1. Respect the computer equipment and my teachers' directions for use or non-use.
2. Avoid eating and drinking at the computer stations or with my school-issued device.
3. **Keep my school-issued personal device covered by a protective, hard cover case.**
4. Not change settings on the computer.
5. Not make changes to or delete from the school website.
6. Respect files or passwords and not share them.
7. Respect other people's files and only work with my own (including the use of AI technologies).
8. Not share my computer with others.
9. Not create any websites against the school.
10. Avoid email, instant message, chat, and other forms of communication on the school computers.
11. Only play games on the computer with a teacher's permission.
12. Turn off the screen and get a teacher if something "bad" appears on my computer.

**SECTION II AGREEMENT:** As a student in grades 4-5-6-7-8 and a parent of that student, I understand I am responsible for my school-owned and issued Google Chrome Book or another device. Any inappropriate material found on the device is the responsibility of the parent/student and may result in loss of use of the device. **Damage caused by irresponsibility or mistreatment of the device will be billed to the parent as a replacement cost for the device. Devices MUST be covered by a protective, hard cover case.** By signing below, parents of students in grades 4-5-6-7-8 agree to both sections of this arrangement. (Beginning in 4<sup>th</sup> grade, students will pay a \$150 fee each year for a Chrome Book, then keep the device when graduating after 8<sup>th</sup> grade).

**FOR ALL STUDENTS:** As a student, I agree to abide by these rules when using school-owned electronics or while using personal devices at school. As a parent, I agree to be held responsible for the behavior of my child when they damage a school device, or access technology on school-owned devices or on personal devices while on campus.

**Student Name:** \_\_\_\_\_ **Grade:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(The signed, returned form will be maintained in the school office.)*