

**St. Helen Catholic School**

*The Twelve Commandments of Student Computer Use; Acceptable Use of Technology 2024-2025*

**(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 school-issued devices.** *Classroom teachers will keep this agreement filed in their classrooms.* **Parents:** I understand the classroom teacher will designate appropriate times and uses for the utilization of all electronic devices. By signing this acknowledgement, you are indicating you understand the Technology Acceptable Use Policy (found in handbook), and the Commandments of Computer Use. You agree to the terms of use of these devices (including a \$50 confiscation fine for unacceptable usage whether it is a personal or school device). You agree not to hold the school responsible for lost, stolen, or damaged personal devices. As a parent/guardian, you are allowing your student to bring and/or use personal (highly discouraged) and school devices at school for the current school year. **Parents should also note they are legally responsible for their children’s actions on technology, including cyberbullying and inappropriate media usage.**

**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 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 school device will be billed to the parent as a replacement cost for the device. Devices MUST be covered by a protective, hard cover case, and carried in another case or bag.** If a Chrome Book is damaged, a determination will be made by the Technology Director if the damage was caused by neglect or mis-use. If the damage was caused by neglect/mishandling, the student will be assessed a fee to obtain a loaner device. 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. Both of us understand that personal devices are discouraged unless the teacher permits it on special occasions.

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

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

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

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