RESPONSIBLE USE OF DIGITAL RESOURCES

Kindly read and review this document with your child and acknowledge that you have done so. Please fill out a form per child.

Student email

Saint Columbkille Partnership School may provide students with an email account. Email can be a powerful communication tool for students to increase communication and collaboration. Email is intended to be used for school and educational purposes only. Teachers may send email to middle and high school students to communicate reminders, course content, pose questions related to class work, or for other reasons. Students may send email to their teachers with questions or comments regarding class. Students may send email to other students to collaborate on group projects and assist with school classes.

Student Roles and Responsibilities

Our network systems provide access to educational resources. The destruction, vandalism, hacking, or damaging of data, networks, hardware, software, and backend systems, or disruption of this or other resources used by STCPS are prohibited.

- Resources must be used in a manner consistent with the mission of STCPS.
- Network and account security is the responsibility of all members of the STCPS community. Any security risks should be reported to a teacher or network administrator.
- Students will not use the internet or any technology resource to perform any act that can be construed as illegal or unethical.
- Students will immediately report any suspicious or unusual activity to the supervising teacher or other appropriate staff member.
- Computers not owned and managed by STCPS must not use the STCPS network unless given permission.
- Devices, including student owned devices, that disrupt the educational process or operation of the STCPS are prohibited and will be removed. Such devices may be held and searched.
- Students will not deliberately damage any of the school’s systems or cause the loss of other users’ work.
- Students will not override or encourage others to override any firewalls, desktop management or security measures established on the network.

Respect and protect the intellectual property of others

- Users must respect others’ privacy and intellectual property. Any traffic from this network that traverses another network is also subject to that networks’ acceptable use policy (AUP).
- Students are responsible for citing sources and giving credit to authors during the research process. All communication and information accessible via the network should be assumed to be private property.
Users have a right to be informed about personal information that is being, or has been, collected about them, and to review this information.

**Safety and privacy of self and others**

All users are expected to adhere to principles of safety and privacy.

- Students will not share passwords.
- Students will login to their own accounts, not accounts belonging to someone else.
- Students will not view, use, or copy passwords, data, or access networks to which they are not authorized.
- Students will not capture, record, or distribute audio, video, or pictures of any school activity without permission from the staff and students involved.
- Students will not distribute private information (e.g. address, phone number, etc.) about themselves or others without permission, and only as necessary and specifically related to the educational process.
- Students will not pretend to be someone else online.
- Students will not agree to meet with someone they have met online without the approval or participation of a parent or guardian or teacher.

**Respect and practice the principles of community**

- Students will report threatening or discomforting materials to a teacher or trusted adult.
- Students will not access, transmit, copy, or create material that violates the school’s code of conduct (such as messages that violate the prohibitions against bullying and harassment, including sexual harassment).
- Students will not access, transmit, copy, or create material that is illegal (such as obscenity, pornography, stolen materials, or illegal copies of copyrighted works).
- Students will not use STCPS resources to further other acts that are criminal or violate the school’s code of conduct.
- Students will not send spam, chain letters, or other mass unsolicited mailings.
- Students will not buy, sell, advertise, or otherwise conduct business unless approved as a school project.

Students are expected to be courteous and to use appropriate language and will communicate only in ways that are kind and respectful.

Violation of any portion of the Student Responsible Use of Digital Resources policy may result in not only revocation of the privilege of using IT, but also in disciplinary action, up to and including suspension from school. In addition, legal action may be taken for conduct that is unlawful.

School-owned devices are the property of STCPS and must be returned to Saint Columbkille Partnership School at the conclusion of the loan period in the same condition as when initially borrowed, reasonable wear and tear excepted.

If a school-owned device is lost, stolen, or damaged beyond repair while in the Student’s possession, or if the device is damaged intentionally or negligently, the Parent agrees to reimburse STCPS for the cost of replacing or repairing the device, including associated peripherals. Parents must report loss or damage to any STCPS-owned device to the Business Manager (businessmanager@stcps.org) or Technology Specialist (tech@stcps.org) within 48 hours of the event.