Saint James School
Use Agreement for Electronic Information Resources

Each student who utilizes the school's computer network, through iPads, Chromebooks or Innovation Lab will be instructed in the proper use of the network. Each student, as well as his/her parent or guardian, must read and sign this user agreement before the student will be allowed to use the school's computer network, Chromebooks, iPads, Computer or electronic information resources.

The use of the school's computer network, Chromebooks, iPads, Computers and electronic information resources must be in support of education and research and be consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that network or resource.

I agree to follow every rule pertaining to the proper use of Saint James School's computers, Chromebooks, iPads and network resources while attending Saint James School:

- ✓ I will not use any computer resources for non-academic purposes. I will not waste or take supplies such as paper that are provided by the school. I will keep my computer work area clean and will not eat or drink while using any Computer, Chromebook or iPad. I will not eat or drink in the Innovation Lab.
- ✓ 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, flash drives or SD cards from home to be used on the school's equipment.
- ✓ 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 the school's network or programs for computer equipment.
- ✓ I will not do anything that may disrupt or damage the school's network system or electronic resources. I will not bring in, or allow access to, materials or websites that I believe may contain viruses.
- ✓ I will not use the school's network or computer systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening, or disrespectful language when using the school's network or computer systems and electronic resources. I will not harass or bully other individuals. I will not use the school's network to spread falsehoods or defamatory statements.
- ✓ I will promptly disclose to my parent, teacher, or other school official any messages I receive or view which I feel are inappropriate or which make me feel uncomfortable.
- ✓ I will not agree to meet anyone that I have met online without my parents' permission.
- ✓ I will not use the school's computer system or electronic resources to engage in any illegal act.
- ✓ 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 due to space limitations.
- ✓ I will not use bulletin boards, chat rooms, or social networks for personal use when using Saint James School's computers, Chromebooks or iPads.

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- ✓ 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.
- ✓ I understand that I have no expectation of privacy in my use of school computers, Chromebooks or iPads. I understand that school officials may search and examine my use of school computers at any time, and without notice. I understand that all my activity is monitored.

While the school employs an enterprise-wide content filtration system, parents must realize that their child may encounter material on a network/bulletin board that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.). The student is responsible for not pursuing material that could be considered offensive.

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 or equipment will result in cancellation of privileges and/or school disciplinary action. Harassing or bullying other individuals online or while texting 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 a specific user's privileges. Violations of the rules and Code of Conduct outlined above will result in disciplinary action.

Student Signature: _____ Gr. _____ Date: _____

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail and the internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the internet may be objectionable, therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless Saint James School and employees of the school system for any misuse of access to the computer services and networks that my child commits. I understand that, once signed, this agreement is legally binding.

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____ Date: _____

Please complete and return to homeroom teacher on the Open House/Drop-off Supplies Day, August 26, 2026.