

# Acceptable Use Agreement for Electronic Information Resources

Each student who utilizes the school's computer system and other school electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer system and electronic information resources. The use of the school's computer system and electronic information resources must be in support of education and research, 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 the rules in all of my work with the Holy Disciples Catholic School computers while attending the school:

1. I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. 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, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. 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 system programs for computer equipment.
4. I will not do anything that may disrupt or damage the school's computer system or electronic resources. I will not bring in, or allow access to materials or websites that I believe may contain viruses.
5. I will not use the school's 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 computer systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
6. I will promptly disclose to my teacher or other school official any messages I receive or view which I feel are inappropriate or which make me feel uncomfortable.
7. I will not agree to meet anyone that I have met online without my parents' permission.
8. I will not use the school's computer system or electronic resources to engage in any illegal act.
9. 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 because of space limitations on the computer's hard drive.
10. I will not use bulletin boards, chat rooms, or social networks for personal use when using the school's computers.
11. 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 secrets. 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.
12. I understand that I have no expectation of privacy in my use of school computers. I understand that school officials may search and examine my use of school computers at any time, and without notice.

Parents/guardians must accept that the school cannot control all content 100% and their child may encounter material on a network/bulletin board that the parent/guardian and the school 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. Teachers will terminate the internet use if they discover that a student has been accessing unapproved content.

***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 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 specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Student Name \_\_\_\_\_

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

Date \_\_\_\_\_ Student Grade \_\_\_\_\_

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail, Google Classroom, 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 Holy Disciples Catholic School and employees of the school system for any misuse of access to the computer services networks that my child commits.
- I understand that once signed this agreement is legally binding on me.

Parent/Guardian #1 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian 1 Name: **(Please print)** \_\_\_\_\_

Parent/Guardian #2 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian #2 Name: **(Please print)** \_\_\_\_\_

Street Address: \_\_\_\_\_

Cell or Home Telephone: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

**Complete and return to the main office at your child's school campus.**

# Student Image Permission Form

Dear Parent or Guardian,

Holy Disciples Catholic School hosts a Website at smmsjschools.org as well as a school Facebook, Instagram and other Social Media pages, and a school video YouTube page. Occasionally we wish to post a picture of a particular school activity or student accomplishment such as a Science project, a play, artwork, sporting event, a distance learning class, or other activity. This may involve posting a picture showing a student, a group or class of students, or a sample of a student's work. We may also use these photos in brochures, posters, and in various other school publications. Videos produced by the school and/or its students and featuring the benefits and activities of the Holy Disciples Catholic School, including those filmed during a distance learning class session, may also be posted, including related audio, on our website, YouTube and Facebook/Social Media pages.

If students' images or works are used in any of these print or electronic contexts:

- Only first names shall be used if referencing student pictures or scanned classroom work.
- Personal information will not be published.
- Documents will not include information that indicates the physical location of any student at a given time other than attendance at a particular school or participation in an activity.

(NOTE: Should a photo of the student be included in a media release (print, online, TV, radio), first and last name of the student will need to be included. Your permission would cover this usage as well.)

Before posting pictures of students, samples of student work, or videos, including related audio, featuring students/classes, we require that the parent(s)/guardian(s) sign the permission form included here.

\*Please be aware that images of students may also be shared with the Archdiocese of Hartford Center for Catholic Education and Formation (CCEF) for use in their electronic and print media. Your permission would cover this usage as well. We will keep this signed form on file for this school year.

Student Name: \_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

☐ I grant HDCS permission to use photo or video images, including related audio, of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc. on the Holy Disciples Catholic School website, Facebook/Social Media pages, YouTube page, or in other print or electronic media, including use by the Center for Catholic Education and Formation (CCEF).

☐ I grant HDCS permission to post pictures or videos, including related audio, of my son/daughter in its media and in the CCEF media.

☐ I grant HDCS permission to post samples of my son/daughter's school work in its media, and in the CCEF media.

☐ I do not grant HDCS permission to use photo or video images, including related audio, of my son/daughter or a sample of his/her work such as a poem, story, artwork, etc., on the Holy Disciples Catholic School website, Facebook/Social Media pages, YouTube page, or in other print or electronic media, including CCEF media.

Date: August 31, 2026

NOTE: This agreement will be in effect at the beginning of the month selected and may be revoked at any time by contacting your son's or daughter's school principal.

# Parent/Student Signature Page 2026-2027

When enrolling your child in Holy Disciples Catholic School, you are agreeing to abide by and be governed by the school Student & Family Handbook.

I/We have read and discussed the Student & Family Handbook and agree to follow the school policies and procedures as stated.

**PLEASE SIGN THIS FORM ONLY AFTER YOU HAVE READ AND REVIEWED THE ENTIRE HANDBOOK. THE HANDBOOK IS ALSO AVAILABLE VIA THE SCHOOL WEBSITE FAMILY RESOURCES PAGE.**  
**<https://www.holydiscipleschool.org>**

## PARENTS/GUARDIANS AND STUDENTS MUST SIGN BELOW.

**Please return the SIGNED FORM to the school office at your child(ren) school office no later than Tuesday, September 8th**

Family Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

1. Student Name \_\_\_\_\_

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

\_\_\_\_\_ Grade \_\_\_\_\_ 2. Student

Name \_\_\_\_\_ Student

Signature \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

3. Student Name \_\_\_\_\_

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

\_\_\_\_\_ Grade \_\_\_\_\_

Amendments to this handbook may be made at any time by the principals or pastor.

Notice of amendments will be sent to parents via email.