



EMAIL ACCEPTABLE USE POLICY

St. Patrick Catholic School provides student email accounts to students in 5th-6th-7th-8th grades for academic and educational purposes. These student accounts issued by SPCS are expected to be used strictly in an academic manner and in a responsible, ethical and legal way. Student email accounts are considered an official means of communication between students and teachers and are the only acceptable email communication for any academic purpose at St. Patrick Catholic School. These student accounts grant access to a variety of school-sponsored resources, such as those provided through the school's subscription to Google Education Apps, now called G Suite. Student online activity at SPCS must focus on *respect* and *protect*, foundational components of good digital citizenship. As a school provided resource, student email accounts are treated legally as desks/backpacks and remain under the control and monitoring of the school and are governed by the school's and the Archdiocese's Acceptable Use Policies (AUP). The school may, at its discretion, filter, access and monitor technology resources and student usages of such resources.

SCHOOL USAGE OF EMAIL

Student email accounts issued by St. Patrick Catholic School should be considered an official means of communication between students and teachers. Students will be expected to use their official student email address for communications with teachers; no personal email accounts are allowed.

Student email accounts grant students access to a variety of resources including but not limited to the services provided through Google G Suite (Google Apps for Education) such as Google Mail, Calendar, Drive, Classroom and other services. These are provided by SPCS so students have the opportunity to create, submit, and store online documents, spreadsheets, presentations and other academic materials through their Google account.

EXPECTATIONS OF STUDENT USAGE

- Student email will only be used for emailing SPCS staff/faculty and, when assigned, other SPCS students. No email will be allowed outside of the @stpatcatholic domain.
- Student email should follow the SCPS and Archdiocese Acceptable Use Policies at all times.
- Students should only use polite and school appropriate language in all email communications.
- Any message deemed inappropriate, offensive, abusive, or harassing will be grounds for the revoking of privileges and subject to the school's discipline policies.
- Students should check their email on a frequent and consistent basis.
- User names and passwords are assigned by the school and cannot be changed.
- User names and passwords should not be shared by students.
- User names and passwords will be made available to parents upon request.
- Online collaborative work is only acceptable when assigned by a teacher. Otherwise, the work will be deemed as cheating and subject to the discipline cycle as outlined in the School Handbook.

UNACCEPTABLE USES

Inappropriate student usage includes, but is not limited to, the following:

- Using the technology resources provided for any illegal activity, most especially the violation of copyright.
- Vandalizing the data and/or the account of another user.
- Invading the privacy of individuals.
- Using an account issued to another user.
- Reposting any communications without the original author’s consent.
- Downloading, storing, posting or printing files or messages that are profane, obscene, against the precepts of the Catholic Church, or that use language and/or symbols that tend to degrade or offend others.
- Any behavior covered in the AUP including but not limited to: plagiarism, cheating, bullying, hazing, and harassment.
- Any activity that interferes with or damages the operation of any computer system or school resource.

CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES

The violation of technology policies and any usage deemed unacceptable by either administration or faculty can result in loss of privileges and access. Violations of these policies also may invoke the disciplinary actions outlined in the Handbook. Revoked privileges may result in academic failure for the assignments involved and can impact negatively on a student’s ability to complete future academic assignments.

PRIVACY POLICY

Students should understand that they have no reasonable expectations of privacy with respect to and including, but not limited to Internet usages, the creation and/or distribution of messages or content via the student email system, and/or the creation of information with technology tools that fall under the purview of St. Patrick Catholic School technology devices. SPCS, at its discretion, may filter, access, and monitor technology resource to determine unacceptable usage.

Printed Student

Name Grade

Date

Student Signature

Parent Signature