



Holy Spirit Episcopal School
Student Application and Consent Form for
School Internet Access

Student Application Section

Applicant Name: _____ (Last, First, Middle)

Grade _____ Advisor's Name: _____

I have read the Holy Spirit Episcopal School Computer and Internet Acceptable Use Policy and agree to abide by all conditions. I understand that violation of the provisions stated in the Policy may constitute suspension or revocation of computer/network/internet privileges and/or disciplinary action.

Applicant Name (please print): _____

Signature: _____ Date: _____

Parent or Legal Guardian Section

I have read and understand the Holy Spirit Episcopal School Computer and Internet Acceptable Use Policy. I understand that school administrators and the Holy Spirit Episcopal School networks have taken reasonable precautions to ensure that controversial materials are not accessible. Nevertheless, I understand that content which may be offensive may still be available and have discussed with my student appropriate actions to take if inappropriate content is discovered.

I give permission for my student to use school computers and internet service at school under appropriate supervision:

Parent or Guardian (please print): _____

Signature: _____ Date: _____



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**Terms and Conditions for Computer, Internet, and Communication Systems:
Acceptable Use Policy for Students**

STATEMENT OF PHILOSOPHY

Holy Spirit Episcopal School has access to the internet. The School strongly believes that the valuable information and interactions, available through computer network communication, are effective ways to introduce and educate students to the global nature of information.

Holy Spirit Episcopal School has taken available precautions to restrict access to objectionable materials. It is impossible to control all materials and a user may discover controversial or inappropriate information. We strongly believe that the valuable information and interaction available on the internet far outweigh the possibility that users may obtain objectionable material. With access to computers and people all over the world, come the following concerns and remedies:

1. Use of the internet and school computers is a privilege and not a right.
2. Students are expected to follow basic network etiquette and be good network citizens.
3. Internet services provided by the school are not intended for personal or private use.
4. School administrators determine appropriate use and their decision is final.
5. Administrators may deny user access at any time.
6. Students have no expectations of privacy with any form of electronic data or communications including — but not limited to — files, disks, documents, E-mail, etc., that were created in, entered in, stored in, downloaded from, or accessed on the school's computer or communications systems.
7. School system administrators monitor, log, and may review any or all files and messages.
8. Files found on network shares may be searched and non-school related files deleted without notice.

DEFINITIONS

Computer, Internet, and Communication Systems:

The electronic systems used to communicate within the school and with the outside world. They include, but are not limited to, personal computers, servers, network systems including switches and routers, telephone systems, scanners, fax machines, copiers, and duplicating machines.



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TERMS AND CONDITIONS

Students are required to:

1. Use school computer equipment only with permission from and under supervision of the lab advisor or faculty/staff member.
2. Respect and follow the computer teacher/advisor instructions.
3. Use computer hardware, the internet, and the school communications network to work on school related assignments only.
4. Immediately report equipment failures to staff members.
5. Immediately report unacceptable internet sites and accidental access to unauthorized sites to a teacher or administrator.
6. Use computer property properly and ask for help when necessary.

Students may not knowingly use school computers, equipment, facilities, or other School communication systems to:

1. Access or distribute inappropriate materials objectionable to use in a public school environment. This includes — but is not limited to — pornographic, demeaning, intimidating, obscene, sexually explicit, harassing, or threatening material.
2. Use one's identity, misrepresent one's identity or use another's identity to illegally access student, staff, or school information or send email, chat, or any form of electronic communication.
3. Communicate with vulgar, defamatory or threatening language, graphic, or artwork.
4. Download, upload, install, or execute software without prior approval from an authorized teacher/advisor.
5. Violate copyright laws.
6. Engage in illegal activities defined as a violation of local, state, and/or federal laws. This includes but is not limited to corrupting, destroying, or manipulating system data.
7. Engage in hacking or activities such as purposefully loading or transmitting computer viruses, worms, malware, sniffers, packet capture software, password grabbers, or hardware or software that compromises the network in any way, tampers with network traffic, or circumvents or bypasses proxies or network safeguards.
8. Change or manipulate the configuration of computer hardware or software or customize computer settings for personal use.
9. Operate a business or other commercial use, including advertising.
10. Lobby for political purposes including student body office.
11. Execute non-educational games.
12. Erase, expire, or reset memory cache, web page links, or HTTP location history without prior consent.
13. Use of any interactive real-time internet activity (such as chat rooms and social networks) without prior approval.
14. Copy system or curriculum programs or files from a computer or the network without permission.
15. Send mass E-mails.

(The above examples are not all inclusive.)



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Non-School Equipment:

1. A student may bring in personal equipment such as a notebook computer, laptop, tablet, or internet-ready device only under the following conditions:
 - a. The equipment is registered with the Director of Technology.
 - b. Devices are tagged with an official HSES sticker provided by the Director of Technology.
 - c. The primary use of the equipment is educational in nature.
 - d. The school-provided anti-virus software is installed. (or equivalent)
 - e. A personal firewall is installed and never disabled. (or equivalent)
2. Personal equipment that is used to access the school network falls under the same rules and regulations as school-owned equipment.
3. The school may revoke the privilege of using personal equipment on our network at any time with or without cause.
4. Outside media may be used if it is free of viruses.
5. Holy Spirit Episcopal School will not be held responsible for lost or damaged devices. Students and their families are responsible for the safekeeping of their own personal equipment and maintain sole financial obligation for the upkeep of such devices.

PENALTIES, VIOLATIONS, AND CONSEQUENCES

Misuse of personal equipment such as a notebook computer, laptop, tablet, or internet-ready device, or uses which violate the terms within this agreement, may result in the device being confiscated. Confiscated devices will be returned to parents at their earliest convenience and students will be prohibited from bringing such devices to campus for a period of time to be determined by school administration.

Violations of any part of this policy are subject to consequences as determined by school and network. This may include an impact in citizenship, revocation of privileges, failure and/or removal from courses, suspension, expulsion, or other actions deemed appropriate by the School.