

# APPENDIX

## St. Mary School

### Parent/Guardian Signature Page – Return Due Date: September 11, 2023

We have received a copy of the school handbook and have read it.

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(Parent/Guardian Signature)

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(Parent/Guardian Signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

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(Grade 2 and above Student's signature)

## **Technology Use/Telecommunications Policy Agreement for 2023-2024 School Year**

### **for St. Mary School**

adapted from NCEA's From the Chalkboard to the Chatroom . . . 1997.

#### **User**

I understand and agree to abide by the Telecommunications Policy/Student Expectations in the Use of the Internet agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Parent/Guardian**

As the parent/guardian of this student, I have read the technology use agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials, and I will not hold them responsible for materials acquired in use. Further, I accept full responsibility for supervision if and when my child's use of school's technology resources is not in a school setting. I hereby give permission for my child to use the school's technology resources and certify that I have reviewed this information with my child.

Parent/Guardian's name (please print): \_\_\_\_\_

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

## **Telecommunications Policy**

### **Student Expectations in Use of the Internet**

The use of the internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school.

1. Use of the computer at school is limited to school-related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the internet will result in immediate cancellation of privileges along with disciplinary action.
3. After School/Home Access requires students to follow the same student expectations as stated in the "Discipline Code for Student Conduct" and "Harassment Policies" in the student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the internet and are subject to the consequences of the school's discipline policy.
6. Students must sign a contract indicating their understanding and acceptance of the school's guidelines (see parent/guardian/student handbook).
7. A Parent/guardian must give their permission for their child to use the internet for educational purposes as an individual by signing the Contract Form once conditions are clearly understood. A Parent/guardian also have the option of denying permission for their child to use the internet independently at school.

#### **Standards of Behavior**

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages related to or in support of illegal activities may be reported to the authorities.
- Proofread your message before you send it.
- Never agree to get together with someone you "meet" online.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make unauthorized copies of software and do not give, lend, or sell copies of software to others.
- Do not use the network/internet for illegal activities.

- Software applications and games from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use, or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards, list servers or social media platforms. Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- Do not waste or take supplies such as paper or printer cartridges, that are provided by the school.
- Talk softly and work in ways that will not disturb other users. Keep computer work areas clean and do not eat or drink in the computer lab.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.,) the student is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day including the bus ride to and from school. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason will be suspended. Further disciplinary measures, including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology use outside normal academic hours and/or off school grounds (including, but not limited to, cell phones, e-mail, text messages, camera-phones, cameras, iPads, iPhones, etc.,) are subject to the same guidelines as previously cited in the "Discipline Code for Student Conduct," "Harassment Policies," and the "Summary Statement."
- 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 the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.
- *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.

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_  
 Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

# **Textbook/Software/Hardware Request Form**

St. Mary School  
106 Jackson Street  
Fishkill, NY 12524

NEW YORK STATE TEXTBOOK LAW (NYSTL), SOFTWARE LAW (NYSSL),  
LIBRARY LAW (NYSLIB), AND COMPUTER HARDWARE (NYS CH)

## PARENT/GUARDIAN REQUEST FORM FOR SCHOOL YEAR 2023-24

I hereby authorize the school to obtain state-loaned textbooks, software, library materials, and computer hardware for my child \_\_\_\_\_ who is in grade \_\_\_\_\_ pursuant to the New York State Textbook, Software, Library, and Computer Hardware Laws.

**Signature of Parent/Guardian**

\_\_\_\_\_

**Address**

\_\_\_\_\_  
\_\_\_\_\_

**Date**

\_\_\_\_\_

# **DATA PRIVACY CONSENT FORM**

## **for St. Mary School**

St. Mary School puts premium value to the privacy and security of personal data entrusted by its students and parent/guardian for legitimate purposes in connection with the Technology Use/Telecommunications Policy and any hardware and software used in connection therewith.

When we speak of "personal data," the term includes the concepts of personal information, sensitive personal information, and privileged information. The first two are typically used to distinctively identify you.

### **Processing of Personal Data**

A. Collection of Information. We collect your personal data that you provide to us during your application for admission, information we acquire or generate upon enrollment, and during the course of your education with us in order to carry out the purposes associated with our Technology Use/Telecommunications Policy.

1. Information you provide us during your application for admission. Upon application for admission, we collect information about personal circumstances and contact information, including, but not limited to, name, address, email address, telephone number and other contact details, family history, previous schools attended, academic performance, disciplinary record, medical record, etc.
2. Information we acquire or generate upon enrollment and during the course of your education with us. Upon enrollment and during the course of your education with us, we collect information on your academic or curricular undertakings, the classes you enroll in and scholastic performance, attendance record, medical record, etc. We will also collect information for and in relation to co-curricular matters, such as outreach activities, as well as extra-curricular activities, such as membership in student organizations, leadership positions and participation and attendance in seminars, competitions, and programs. We will also collect information in connection with any disciplinary incident, including accompanying sanctions that you may be involved in. We will also collect information in connection with your use of hardware and software provided to you during the course of your education with us, including, but not limited to, address, telephone number, email address, other unique identifier, passwords or PINs, and account credentials (e.g., username and password).

B. Access to Information. Your personal information is accessed and used by us. We use and share your information as permitted or required by law to pursue our legitimate interests as an educational institution, including a variety of academic, administrative, historical, and statistical purposes. Some examples of situations when we may use your information to pursue our legitimate interests as an educational institution are as follows:

1. evaluating applications for admission.
2. processing confirmation of incoming students and transfer students in preparation for enrollment.
3. recording, generating, and maintaining student records of academic, co-curricular and extra-curricular progress.
4. establishing and maintaining student information systems.

5. maintaining directories and records.

6. compiling and generating reports for statistical and research purposes.

7. providing services such as health, counseling, information technology, library, sports/recreation, transportation, safety, and security.

8. managing and controlling access to campus facilities and equipment.

9. communicating official school announcements; sharing marketing and promotional materials regarding school-related functions, events, projects, and activities; and

10. soliciting your participation in research and non-commercial surveys.

C. Sharing of Information. Some examples of when we may share or disclose your personal information to others include:

1. sharing information to persons, including parent/guardian, or next of kin, as required by law or on a need-to-know basis as determined by the school to promote your best interests, or protect your health, safety, and security, or that of others.

2. providing academic institutions, companies, government agencies, private or public corporations, or the like, upon their request, with scholastic ranking information or certification of good moral character for purposes of admission.

3. reporting and/or disclosing information to government bodies or agencies (e.g., Commission on Higher Education, Department of Education); and

4. conducting research or surveys for purposes of institutional development; and

5. sharing of information to various third-party vendors who provide services associated with our Technology Use / Telecommunications Policy and any hardware and software used in connection therewith.

## **Data Protection**

We shall implement reasonable and appropriate organizational, physical, and technical security measures for the protection of personal data which we collected. The security measures shall aim to maintain the availability, integrity, and confidentiality of personal data and are intended for the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing. We only permit your data to be accessed or processed by authorized personnel who hold such information under strict confidentiality, including all third-party vendors.

Any data security incident or breach that comes to the knowledge of us will be recorded and reported as required by law. We will take all necessary and reasonable steps to address such incident or breach and mitigate any negative effect of such incident or breach. If there is strong suspicion that an incident affects your personal information, we will notify you of such incident in an appropriate manner.

## Consent

I have read this form, understood its contents and consent to (a) the collection, use, processing and transfer by St. Mary School of certain personal information about you (the "Data"); (b) any transfer of Data by any such authorized person for the purposes of implementing, administering and managing the purposes outlined above; (c) the use of such Data by any such authorized person for such purposes; and (d) the transfer to and retention of such Data by third parties in connection with such purposes. I further agree and acknowledge that while St. Mary School has taken all necessary and reasonable steps to ensure that all third parties protect such Data, St. Mary School has no control over how the third party will use or disseminate my information. I agree to release and hold harmless St. Mary School, its representatives, officers, employees, contractors, agents, and assignees, from any and all claims of action or damages of any kind arising from, or in any way connected to, the release or use of any information or records by any third party pursuant to this form and as allowed by all applicable laws.

Complete Name of Student/Child/Ward: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

If below 18 years old,

As the parent/guardian of this student, I have read the data privacy consent form, understood its contents, and provide consent to use the personal information collected as outlined and in accordance with this form. I hereby give permission to use the personal information collected as outlined and in accordance with this form and certify that I have reviewed this information with my child.

Parent/Guardian's name (please print): \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_