

Resurrection Grammar School
116 Milton Road, Rye, NY 10580 • 914-967-1218

September 2025

Dear Parents,

The Parent/Student Handbook is posted on our website www.resurrectionschool.com. Please make sure you and your family review the Parent/Student Handbook and return a signature page for each of your children.

These pages include the following forms to be signed or initialed and returned:

1. Parent Signature Page
2. Telecommunications Policy
3. Chromebook Acceptable Use Policy
4. Data Privacy Consent Form

Resurrection School

Parent/Guardian Signature Page – Return Due Date: September 19, 2025

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

Family Name _____

(Parent/Guardian Signature)

(Parent/Guardian Signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

(Grade 2 and above Student's signature)

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
8. No student may take, post, share or tag a photo/video of another student without their permission.

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. 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 _____

CHROMEBOOK/IPAD ACCEPTABLE USE POLICY RESURRECTION SCHOOL

The students in grades 1-8 of **Resurrection School** will have access to use Google Chromebooks/IPADS in school. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen. Students and their parents/guardians are reminded that use of technology is a privilege and not a right and that everything done on any device, network, or electronic communications device may be monitored by the school authorities. Inappropriate use of the technology can result in limited or banned computer use, disciplinary consequences, removal from school, receiving a failing grade, and/or legal action. Students and their parents/guardians are responsible for reviewing/signing the **Chromebook/IPAD Acceptable Use Policy** and returning it to their classroom teacher prior to use.

OWNERSHIP of the CHROMEBOOK/IPAD: Resurrection School retains sole right of possession of the Chromebook/IPAD. Resurrection administration and faculty retain the right to collect and/or inspect Chromebooks/IPADS at any time.

TRAINING: Students will be trained in how to use the Chromebook/IPAD by their technology teacher and classroom teacher.

RESPONSIBILITY for the CHROMEBOOK/IPAD

1. Students are solely responsible for the Chromebooks/IPADS issued to them.
2. Must comply with the Chromebook/IPAD Acceptable Use Policy and all policies of the school when using their Chromebook/IPAD
3. **Must treat their device with care and never leave it unattended.**
4. Must promptly report any problems with their Chromebook/IPAD to the teacher leading the lesson.
5. May not remove or interfere with the serial number or other identification.
6. May not attempt to remove or change the physical structure of the Chromebook/IPAD, including the keys, screen cover, or casing.
7. May not attempt to install or run any operating system on the Chromebook/IPAD other than the Chrome OS operating system supported by the school.
8. Must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.
9. No food or drink is allowed next to your Chromebook/IPAD while the screen is open.
10. Chromebooks/IPADS should be shut down when not in use to conserve battery life.
11. Chromebooks/IPADS should never be shoved into a locker or wedged into a book bag or desk as this may break the screen.
12. Do not expose your Chromebook/IPAD to extreme temperatures or direct sunlight for extended periods of time.
13. Chromebooks/IPADS should always be closed when moving from class to class.

14. Chromebooks/IPADS are never to be used or opened in the cafeteria or gymnasium.

Student's Initials _____ **Parent/Guardian Initials** _____

RESPONSIBILITY for ELECTRONIC DATA:

Users of school technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook IPAD, school network, or any school-issued applications and are given no guarantees that data will be retained or destroyed.

COPYRIGHT and FILE SHARING: Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

MANAGING YOUR FILES and SAVING YOUR WORK: Students may save documents to their Google Drive which will make the files accessible from any computer with Internet access. Students using Google Drive to work on their documents will not need to save their work, as Drive will save each keystroke as the work is being completed. Students will be trained in proper file management procedures.

SPARE EQUIPMENT and LENDING: If a student's Chromebook/IPAD is inoperable, the school has a limited number of spare devices for use while the student's Chromebook/IPAD is repaired or replaced. This agreement remains in effect for loaner Chromebooks/IPADS. Loss of privileges and/or disciplinary action may result in failure to turn in the Chromebook/IPAD.

ORIGINALLY INSTALLED SOFTWARE: Chromebook/IPAD software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use. The software originally installed on the Chromebook/IPAD ***must remain on the Chromebook/IPAD in usable condition and easily accessible at all times***. From time to time, the school may add software applications for use in a **particular area** of study. This process will be automatic with no impact on students. Applications that are no longer needed will automatically be removed by the school. Students are not permitted to add apps or extensions to their Chromebooks/IPADS and are blocked from this type of function.

INSPECTION: Students may be selected at random to provide their Chromebook/IPAD for inspection. The purpose for inspection will be to check for proper care, maintenance, and inappropriate use.

DIGITAL CITIZENSHIP:

Students must follow the six conditions of being a good digital citizen:

1. **RESPECT YOURSELF:** I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the personal information and images that I post online. I will NOT be inappropriate. I will not visit sites that are inappropriate.
2. **PROTECT YOURSELF:** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or schedule of my activities. I will report any inappropriate behavior directed at me. I will protect passwords, accounts, and resources.
3. **RESPECT OTHERS:** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or bother other people. I will show respect for other people in my choice of websites.
4. **PROTECT OTHERS:** I will protect others by reporting abuse and not forwarding inappropriate materials or communications! I will moderate unacceptable materials and conversations.
5. **RESPECT INTELLECTUAL PROPERTY:** I will request permission to use resources. I will cite all uses of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.
6. **PROTECT INTELLECTUAL PROPERTY:** I will request to use the software and media others produce. I will use free and open-source alternatives rather than pirating software. I will act with integrity.

CONSEQUENCES FOR VIOLATIONS OF THE STUDENT CHROMEBOOK/IPAD

ACCEPTABLE USE POLICY

1. Violations of these policies may result in one of the following but not limited to these disciplinary actions:

- Restitution (money paid in compensation for theft, loss, or damage)
- Student/Parent Conference with school administrator/principal or other school official
- Removal of unauthorized files and folders
- Restriction of Internet and Chromebook/IPAD privileges*
- Detention, suspension, alternative school placement, or expulsion
- Police referral

2. If a violation of the **Student Chromebook/IPAD Acceptable Use Policy** violates other rules of the **Resurrection School Student Code of Conduct**, consequences appropriate for violation of those rules may also be imposed.

*If a student's Internet privileges are restricted, this means that for the period of the restriction, the student may only access the Google Drive offline and will not be permitted to access the Internet without strict teacher supervision.

Student's Initials _____ **Parent/Guardian Initials** _____

DATA PRIVACY CONSENT FORM

for Resurrection School

Resurrection 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 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 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 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 Resurrection School 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 Resurrection School has taken all necessary and reasonable steps to ensure that all third parties protect such Data, Resurrection School has no control over how the third party will use or disseminate my information. I agree to release and hold harmless Resurrection 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: _____