

June 2011

Dear Parents and Guardians:

The ***KCSS Acceptable Use Policy*** is your child's permission to use the technology provided at **Holy Cross Campus**. Both the student and parent/guardian signatures must be on file in the office for the 2011-2012 school year before your child will be allowed to access any technology provided by KCSS.

Please read the *KCSS Acceptable Use Policy* carefully. On the form that is attached, please list each user's name and each is to sign and date in the appropriate spot. Complete the form with a parent/guardian signature and return by **Thursday, September 1, 2011**.

<p style="text-align: center;"><b>KCSS Acceptable Use Policy 2011-2012</b> <b>Grades 3-8</b></p>
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As we continue to offer computer technology to KCSS students, we want to ensure that every student benefits from the time spent with our advanced technology. Student use of the school's technology relies upon the proper conduct of all users, who must adhere to strict guidelines. It is important that these rules are clearly understood and followed. To prevent any problems dealing with this technology, please review the following rules with your child.

- I **will** use only the computer assigned to me and not attempt to access any unauthorized computer.
- I **will** respect the privacy of others.
- I **will** only use software that is provided by KCSS teachers in order to ensure that they are free of computer viruses.
- I **will not** vandalize any software or hardware.
- I **will not** modify any system settings.
- I **will not** copy, change, read, or use anyone else's software or files.
- I **will** access the Internet for educational purposes only.
- When on the Internet, I **will not** reveal any personal information about myself or anyone else.
- When on the Internet, I **will not** send messages that contain inappropriate content.
- When on the Internet, I **will not** download, upload, or otherwise gain access to any unauthorized materials.
- When on the Internet, I **will not** purchase any goods or services.
- I **will** immediately exit any inappropriate sites that have been accidentally accessed.
- I **will** only use e-mail addresses provided by a KCSS teacher.

Inappropriate use of KCSS technology will result in loss of privileges. In certain cases, if the inappropriate use also violates other school or diocesan policy, further disciplinary action may be taken.

The attached *User Agreement* form must be signed and on file at **Holy Cross Campus** before access will be allowed. Signing the form indicates that the user will abide by the rules governing technology access as stated in the *KCSS Acceptable Use Policy* and will not hold the school, its personnel, and/or the Diocese of Green Bay or any of its personnel liable in the event of a breach of this policy by the user.

***KCSS Acceptable Use Policy 2011-2012***  
***User Agreement***  
***Grades 3-8***

I have read the terms and conditions of the *KCSS Acceptable Use Policy*. I understand that this technology is provided for educational purposes only. I agree to abide by the terms and conditions stated in this policy. Additionally, I will be responsible for the consequences of inappropriate use, which may result in loss of privileges.

User [student] name(s) (please print)

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

I understand and will abide by the *KCSS Acceptable Use Policy*. Student(s) signature(s)

\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_  
\_\_\_\_\_ Date \_\_\_\_\_

I have explained and discussed this Agreement with my child and he/she understands and agrees to abide by it.

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

**DUE TO HOLY CROSS CAMPUS OFFICE BY THURSDAY, SEPTEMBER 1, 2011.**