



August 13, 2007

Dear Parents and Family Members,

St. Hubert students have access to computers and the Internet in the classrooms, computer lab, mobile computer labs, and school library. This is a valuable resource for our students. St. Hubert's Computer & Internet Acceptable Use Contract and the following Internet safety rules will be discussed with our students.

1. Students will use school computers for appropriate schoolwork and will not use the Internet without a teacher present.
2. Students must stay in approved, appropriate areas of the Internet.
3. Students will use school computers in ways that show respect for the equipment, other students, and other users in our school community and on the Internet.
4. When students are using the Internet, they cannot give out any personal information, such as names, addresses, telephone numbers, etc.

The World Wide Web offers many valuable learning opportunities. Your child will have access to a wide range of information from throughout the world. Use of the Internet for educational projects will assist in preparing your child for life and work in the 21st Century. Even though your child's use of the Internet is done in a structured, supervised setting and filters are in place, there are times when students may encounter objectionable material. Through supervision, instruction, and training we will minimize, and hopefully eliminate this type of occurrence.

The St. Hubert Computer & Internet Acceptable Use Contract is attached. Please discuss it with your child, sign and return the signature sheet of the contract to let us know you are familiar with these policies and agree to allow your child to use our school computers and the Internet for classroom related activities. ***Please note that in order for your student to use computers and the Internet in our school, this form must be returned with their signature and also that of a parent or guardian.*** This Acceptable Use Contract will be in effect until either: the parent advises St. Hubert's in writing that they no longer wish their child to take part in this educational tool, or the student loses Internet and/or computer privileges due to misuse.

At the beginning of each school year, these guidelines will be discussed with every class, and each student will be expected to re-sign their consent form indicating a continued understanding of St. Hubert's policies.

If you have any questions or concerns, please feel free to contact me.

LuAnn Berg
Technology Coordinator
952-934-6003 x205, VM x109

COMPUTER & INTERNET ACCEPTABLE USE CONTRACT

Increasingly, students use school computers and the Internet to supplement the curriculum, for research purposes and to complete work assigned by teachers. Per St. Hubert's policy, a signed copy of the **Computer & Internet Acceptable Use Contract and Consent Form** must be on file for each student. Please read and discuss the contract below with your child and return the attached form before your child's next computer class.

ST. HUBERT SCHOOL GUIDELINES FOR COMPUTER & INTERNET USE—CONTRACT AND CONSENT FORM

Use of the computers and access to the Internet is a privilege, not a right. You have the right to locate, use, and exchange ideas. In doing so, you are expected to abide by the following guidelines. Violations of these guidelines will result in disciplinary action and possible loss of Computer and Internet access privileges.

- 1. I will use school computers for appropriate schoolwork and will not use the Internet without a teacher present. I will:**
 - Follow the guidelines set by my teacher.
 - Use the Internet for educational purposes only.
 - Stay out of Chat rooms and won't use Instant Messaging programs.
 - Ask my teacher before downloading any material (ie: pictures or files) from the Internet.
 - Abide by copyright laws, and will not plagiarize or otherwise use the property of another individual or organization without permission.

- 2. I will stay in approved, appropriate areas of the Internet.**
 - I will not search the Internet for sites that are inappropriate.
 - If I accidentally find an inappropriate site, I will cover the computer screen, tell the teacher, and not tell other students about the site or location.
 - I will immediately report to my teacher problems relating to inappropriate language or graphics.

- 3. I will use school computers in ways that show respect for the equipment, other students, and other users in our school community and on the Internet.**
 - I won't delete, copy, alter, or destroy other user's files or e-mail.
 - I will not damage the computer equipment and understand I will be responsible for any damages incurred because of my misuse.
 - I won't use inappropriate, impolite or abusive language.
 - Passwords are never to be shared and no one is allowed to use another student's password.
 - I will not use the computer or Internet in a way that will disrupt the use of the computer by others. This includes the destroying or modifying of hardware or software.

- 4. I will never give personal information about myself over the Internet.**
 - I understand that I should not reveal my personal address, phone number, or e-mail address over the Internet, nor personal address, phone number, or e-mail addresses of other students, staff or friends.

Remember—You Will Be Held Responsible For Your Actions.

St. Hubert School
COMPUTER & INTERNET ACCEPTABLE USE CONTRACT

YES, we have read, discussed and understand St. Hubert's Computer & Internet Acceptable Use Guidelines. We understand that computer and Internet use is a privilege, not a right. If I break the rules of this Acceptable Use Contract, I understand that my computer use privileges can be suspended, and/or other disciplinary or legal action can be taken.

PRINT Student Name	Student Signature	Grade
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PRINT Parent/Guardian Name	Parent/Guardian Signature	Date
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St. Hubert School
COMPUTER & INTERNET ACCEPTABLE USE CONTRACT

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