

Acceptable Use Policy for Student Email

Purpose

In order to facilitate collaboration and responsible behavior in establishing an online identity, eighth grade students will be given an email address within the Cosgriff email domain. This email address is the student's 'professional' email to be used only for communications related to school assignments and activities. Students will be taught proper email etiquette when interacting with teachers. One of the biggest benefits of this program is the collaboration feature available through the Google Drive platform. Students will have access to cloud technology that allows students to work together on assignments from their own homes. We will specifically teach students how to use Google Docs, Presentation, Spreadsheets, and Forms with a focus on sharing documents for group assignments. This email will only be valid while the student is attending J.E. Cosgriff Memorial Catholic School.

Unacceptable Uses

- Users must not use email to harass, threaten, deceive, intimidate, offend, embarrass, or intentionally annoy any individual.
- Users must not send, post, publish, or display any defamatory, inaccurate, violent, abusive, profane or sexually-oriented material.
- Users must not use obscene, profane, lewd, vulgar, rude, or threatening language.
- Users must not knowingly or recklessly send or post information about any persons, students, staff or any other organization.
- Users must not attempt to circumvent system security, use another individual's password, or impersonate another user.

Policy Violations

- **Loss of use of the email, school network, computers and software, including Internet and dedicated school social site access. The student will be expected to complete work on a non-networked, stand-alone computer system.**
- **Issuance of referrals, in school and out of school suspension, if applicable.**
- **Disciplinary action including, but not limited to, dismissal and/or legal action by the school, civil authorities, or other involved authorities.**

I, _____ on (date) _____ hereby release J.E. Cosgriff Memorial Catholic School, its personnel and any of the institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use the email domain, the Internet and school authorized and sanctioned social sites, with J.E. Cosgriff Memorial Catholic School technology resources.

Parent Signature

Student's Name (Printed)