



CTKCS provides student email accounts to students in junior high for academic and educational purposes. These student accounts issued by CTKCS are expected to be used strictly in an academic manner and in a responsible, ethical and legal way. Student email accounts are considered an official means of communication between students and teachers and are the only acceptable email communication for any academic purpose at Christ the King Catholic School. These student accounts grant access to a variety of school-sponsored resources such as those provided through the school's subscription to Google Education. As a school provided resource, student email accounts are treated legally as lockers **and remain under the control and monitoring of the school and are governed by the school's and the Archdiocese's Acceptable Use Policies. The school may, at its discretion, filter, access and monitor technology resources and student usages of such resources.**

SCHOOL USAGE OF EMAIL

Student email accounts issued by Christ the King Catholic School should be considered an official means of communication between students and teachers. Students are required to use their official student email address for communications with teachers instead of personal email accounts.

Student email accounts grant students access to a variety of resources through the Google Apps for Education such as Google Mail, Calendar, Drive, Classroom and other services. These are provided by CTKCS so students have the opportunity to create, submit, and store online, documents, spreadsheets, presentations and other academic materials through their Google account.

EXPECTATIONS OF STUDENT USAGE

- Student email will only be used for emailing CTKCS faculty and, when assigned, other CTKCS students. No email will be allowed outside of the @ctkstudent.org domain.
- Student email should follow the CTKCS and Archdiocese Acceptable Use Policies at all times.
- Students should only use polite and school appropriate language in all email communications.
- Any message deemed inappropriate, offensive, abusive, or harassing will be grounds for the revoking of privileges and subject to the school's discipline policies.
- Online collaborative work is only acceptable when assigned by a teacher. Otherwise, the work will be deemed as cheating and subject to the discipline cycle as outlined in the School Handbook.
- **Students should check their email on a daily basis.**
- The CTKCS Student Plus Portal will use only the student's CTKCS email account for all communications.
- User names and passwords are assigned by the school and cannot be changed.
- User names and passwords should not be shared by students.

- User names and passwords are available to parents through the Plus Portal student demographic area.
- The Archdiocese of Mobile Electronic Communication with Minors Policy prohibits parents and any other adults, except CTKCS faculty, from using the student email system.

UNACCEPTABLE USES

Inappropriate student usage includes, but is not limited to, the following:

- Using the technology resources provided for any illegal activity, most especially the violation of copyright.
- Vandalizing the data and/or the account of another user.
- Invading the privacy of individuals.
- Using an account issued to another user.
- Reposting any communications without the original author’s consent.
- Downloading, storing, posting or printing files or messages that are profane, obscene, against the precepts of the Catholic Church, or that use language and/or symbols that tend to degrade or offend others.
- Any behavior covered in the AUP including but not limited to: plagiarism, cheating, bullying, hazing, and harassment.
- Any activity that interferes with or damages the operation of any computer system or school resource.

CONSEQUENCES OF VIOLATION OF TECHNOLOGY POLICIES

The violation of technology policies and any usage deemed unacceptable by either administration or faculty can result in loss of privileges and access. Violations of these policies also may invoke the disciplinary actions outlined in the Handbook. Revoked privileges may result in academic failure for the assignments involved and can impact negatively on a student’s ability to complete future academic assignments.

PRIVACY POLICY

Students should understand that they have no reasonable expectations of privacy with respect to and including, but not limited to Internet usages, the creation and/or distribution of messages or content via the student email system, and/or the creation of information with technology tools that fall under the purview of Christ the King Catholic School technology devices. CTKCS, at its discretion, may filter, access, and monitor technology resource to determine unacceptable usage.

Printed Student Name	Grade	Date
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Student Signature	Parent Signature
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