



## 2024/2025 STUDENT/PARENT SIGNATURE PACKET

FOR \_\_\_\_\_ GRADE \_\_\_\_\_

**ALL ATTACHED FORMS MUST BE SIGNED BY STUDENT & PARENT/GUARDIAN.**

**SIGNED FORMS MUST BE RETURNED TO SCHOOL OFFICE BY:**

\_\_\_\_\_

**ATTACHED FORMS ARE:**

1. 2024/2025 STUDENT/PARENT HANDBOOK SIGNATURE PAGE (PG. 2-3) \_\_\_\_\_
2. 2024/2025 SCHOOL PERMISSION TO PUBLISH FORM \_\_\_\_\_
3. 2024/2025 INTERNET STUDENT ACCESS POLICY (PG. 4) \_\_\_\_\_
4. 2024/2025 SCHOOL DEVICE USER AGREEMENT (PG. 5-6) \_\_\_\_\_
5. 2024/2025 GOOGLE MEET STUDENT USER AGREEMENT (PG. 7) \_\_\_\_\_
6. 2024/2025 TECHNOLOGY STUDENT USAGE AGREEMENT (PG. 8) \_\_\_\_\_
7. 2024/2025 VIRTUAL CLASSROOM PARENT ACKNOWLEDGEMENT FORM (PG. 9) \_\_\_\_\_



## DIocese OF SCRANTON CATHOLIC SCHOOLS OFFICE

### 2024/2025 STUDENT/PARENT HANDBOOK SIGNATURE PAGE

Each parent and student at the beginning of each new school year agrees in the handbook that appears here. Parents and students alike should be familiar with the terms outlined in this handbook.

#### **I UNDERSTAND AND AM WILLING TO ABIDE BY THE FOLLOWING CATHOLIC ELEMENTARY SCHOOL REGULATIONS:**

1. Each Catholic student/family must be registered members of a parish community. All students/families must be full and active participants of their respective parishes. All students/families must be willing to give of their time, talent and treasure.
2. Students who fail any course at the end of the school year must make up this course work in summer school or with a tutor before being readmitted the following year.
3. Students who fail three or more courses may not be readmitted for the following school term.
4. Students in possession of or under the influence of drugs, including alcohol, in school, on the school bus or during school-related activities whether on or off school property may incur the penalty of expulsion from School.
5. Students who engage in any illegal activities at any time (including the use of drugs and alcohol) may be subject to school disciplinary actions, including expulsion.
6. Students who exceed 3 or more unexcused tardies during a quarter of the school year will be ineligible to participate in the next scheduled social, co-curricular, or extra-curricular activity, including athletics, and will receive a DETENTION.
7. Students who fight or use abusive, demeaning, harassing, profane or threatening language at school or on the bus may be subject to school disciplinary action including expulsion.
8. Students are bound by all the rules of the Student/Parent Handbook.
9. The registration of a student in The Diocese of Scranton Catholic Elementary Schools is considered recognition on the part of the student and his or her parents or guardians of compliance with all rules and regulations of the school.
10. The school reserves the right to amend all school rules as found in this Handbook. Parents will be given prompt notification of all changes.

Updated 2024



## 2024/2025 STUDENT/PARENT HANDBOOK

### SIGNATURE PAGE

**MUST SIGN EACH YEAR & RETURN TO SCHOOL OFFICE**

*Please read the Student/Parent Handbook, which can be accessed*

*electronically on the school's FACTS SIS homepage,*

**PLEASE PRINT AND SIGN THIS RELEASE FOR EACH STUDENT**

**ATTENDING A DIOCESE OF SCRANTON CATHOLIC SCHOOL.**

The Diocese of Scranton Catholic Schools developed rules, regulations, and procedures in conjunction with policies stated in the School Policy Handbook for Students and Parents.

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**Student Name**

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**Student Signature**

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**Parent(s)/Guardian Name**

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**Parent(s)/Guardian Signature**

**Date:** \_\_\_\_\_

**DIOCESE OF SCRANTON CATHOLIC SCHOOLS OFFICE**

**Internet Student Access Policy**

**MUST SIGN EACH YEAR & RETURN TO SCHOOL OFFICE**

**STUDENT:**

I understand that Diocese of Scranton computer technology, devices, services, network, and Internet access are to be used for educational, professional, and authorized purposes only in adherence to Diocese of Scranton policies. When I am using the Internet or any other computer/telecommunications device, I must adhere to all rules of courtesy, etiquette, and laws regarding the copying of information as prescribed by either Federal, State, or local laws, and the Diocese of Scranton and (school name)

\_\_\_\_\_.

**PARENT:**

I hereby release \_\_\_\_\_ (school name) and the Diocese of Scranton, its personnel and any other institution 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 Internet, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing materials that are outlined by the Responsible Use Policy for Technology for the Catholic Schools of the Diocese of Scranton. I will emphasize to my child the importance of following rules for personal safety.

I hereby give my permission for my child to use the Internet and will not hold

\_\_\_\_\_ (school name)

or the Diocese of Scranton liable as a result of my daughter's/son's use of the Internet on school premises. I understand that my child has agreed not to access inappropriate material on the Internet.

My signature below and that of my parent(s) or guardian(s) signature means that I agree to follow these guidelines.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or Guardian: We ask that you review this policy with your child and sign below:

\_\_\_\_\_

## DIOCESE OF SCRANTON CATHOLIC SCHOOLS OFFICE

### School Device User Agreement

#### **MUST SIGN EACH YEAR & RETURN TO SCHOOL OFFICE**

This document applies to all school-owned devices (Chromebooks, iPads, laptops, desktops, other tablets, or any other device used to access the Internet) that are used by students in any Diocesan school during instruction.

The guidelines below, as well as all details outlined in the Student Handbook, apply to student use of any school-owned device at any time. This document must be signed by the student and a custodial guardian (referred to as “parent” going forward) before the device will be allowed to be used in school or to be taken home. **Devices are to be used for school work only.** If students and parents do not agree to the User Agreement, no device will be issued.

Students & parents must remember that the device is the property of the **Diocese of Scranton Catholic School System** and must not be treated as a personal device.

- All history of websites that students may use or visit will be monitored by the school administration.
- All guidelines regarding the use of school-owned devices have been detailed in the Student Handbook that must be signed by each student and parent.
- Students will use only school approved backgrounds and avatar pictures. Schools have determined what kinds of images are approved in the Student Handbook which is required to be signed by all students and parents.
- Students may log onto devices using their **school username and password only**. No personal accounts may be used with a school-owned device.
- Students should use their devices only for school work (access assignments, complete and resend assignments). No Social Media of any kind is allowed.
- Devices should always be closed and carried with two hands when not in a case.
- Never throw, slide, drop, or press on the iPad screen or the lid of a Chromebook. These devices should always be on top of any “pile.”
- During in-school use, students must sign out of the Chromebook and shut it down at the completion of assignments, even if the device is only used by that student.
- Students and their parents are responsible to pay for any and all damages the student may cause to the device whether it is accidental or deliberate. This may result in fees necessary to return the device to working order or the replacement of the entire device.
- Students may not delete, change, or add any apps, Chrome extensions, or add-ons. All additions will be controlled by the Technology Administrator of each school.
- Students acknowledge and accept that ALL content on school-provided devices and/or used through G Suite Enterprise for Education is the property of the school and that teachers and administrators have full access to anything created or stored in G Suite or on the devices.
- Students will surrender the devices they are using at any time to any teacher or school administrator at any time.

Updated 2024

- Students are responsible at all times for any content on the Chromebook they are using and are reminded to never leave a school-owned device unattended or a G Suite account logged in and unattended.
- All repairs to school-owned devices will be completed or arranged by school personnel only. No one else has permission to attempt to repair a school-owned device.
- Special provisions, given the current situation, may be added at the discretion of the Principal.

If any of the above terms or conditions are violated, students may lose the use of the school-owned device for a limited time or permanently, depending on the infraction. The consequence will be determined by the teacher and/or principal in accordance with the Diocese of Scranton Catholic School policies outlined in the Student Handbook or an addendum.

**Student/Parent Agreement**

Your signature below indicates your agreement to the terms, conditions, and consequences outlined above. No school-owned device will be issued to a student without this agreement on file.

Student Name:	Grade:
Student Signature:	Student ID*:
Parent Name:	
Parent Signature:	Date:
Chromebook/iPad ID**:	Charger issued Y/N
School Official Name:	Title:
School Official Signature:	

**\* The student ID can be added later by school personnel.**

**\*\*The Chromebook/iPad code must be added at the time it is issued.**

**Circle Y (yes) N (no) if a charger is issued with the Chromebook.**

**DIOCESE OF SCRANTON CATHOLIC SCHOOLS OFFICE**

**Google Meet Student User Agreement**

**MUST SIGN EACH YEAR & RETURN TO SCHOOL OFFICE**

Google Meet is part of our school’s Google Workspace Enterprise for Education package. We want you to be aware of Google's privacy notice. Please review Google Meet for education’s security and privacy notice Meet security and privacy for education - G Suite Admin Help. Our guidelines for student usage of Google Meet are below, as well as all details outlined in the Student Handbook.

- Students are only allowed to access their teacher’s Google Meet sessions through their school provided Google accounts. No personal or family accounts will be permitted.
- All guidelines regarding student conduct are detailed in the students’ school Student Handbook that must be signed by each student and parent.
- Students may blur their backgrounds or use a school-approved background during a Google Meet and will not change backgrounds during a session. Schools have determined what kinds of images are approved in the Student Handbook which is required to be signed by all students and parents.
- Students may not delete, change, or add any apps, Chrome extensions, or add-ons.
- Students should stay muted unless they are talking to reduce background noise. It is also recommended that students sit in a well-lit and quiet place.
- Parents and students are prohibited from allowing or using any “screen shots,” still images, video or audio from any Google Meet in part or entirety for any reason. This is a serious violation of the privacy of everyone involved and anyone who disregards this policy will face disciplinary action.
- The tools we use are vetted by our faculty and administrators for data privacy and safety. We will be adding new tools as needed and are mindful of this important aspect. This document must be signed by the student and a custodial guardian (referred to as “parent/guardian” going forward) before the student can participate in online synchronous instruction.
- The parent/guardian consents for their student to use Google Meet as a digital learning platform.
- The parent/guardian consents for their student to be recorded in Google Meet as a participant in synchronous instruction as described above.

**Student/Parent Agreement**

Your signature below indicates your agreement to the terms, conditions, and consequences outlined above. Students will not be permitted to participate in Google Meet lessons without this completed form.

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

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

**DIOCESE OF SCRANTON CATHOLIC SCHOOLS OFFICE**

**Technology Student Usage Agreement**

**MUST SIGN EACH YEAR & RETURN TO SCHOOL OFFICE**

This document applies to all students enrolled in any Diocesan school during instruction in Pre-K through 12<sup>th</sup> grade regarding their G Suite Enterprise for Education accounts. All students enrolled in the Diocese of Scranton Catholic School System are expected to adhere to the following rules regarding the use of technology.

- Students are required to use **only** their G Suite Enterprise for Education accounts on all school-owned devices whether in school or at home.
- Students are required to use their G Suite for Enterprise for Education accounts on all personal devices when at school during school hours, if in a BYOD (bring your own device) environment.
- Students will never log in on a device (at home or in school) with another student’s account information.
- Students are required to log out of their accounts before turning in a device at the end of class or the end of the day.
- If a previous student did not log out for some reason, students will immediately log that person out before using the device.
- Students will use only the apps, add-ons, extensions, platforms, and web sites approved by their teachers and administration.
- Students will report any issues regarding errors, “broken” links, or inappropriate content immediately to their teachers.
- Students will use only school approved backgrounds and avatar pictures. Schools have determined what kinds of images are approved in the Parent/Student Handbook which is required to be signed by all students and parent.

**Student/Parent Agreement**

Your signature below indicates your agreement to the terms, conditions, and consequences outlined above. Access to a school-owned device will not be granted to a student without this agreement on file.

Student Name:	Grade:
Student Signature:	Student ID*:
Parent Name:	
Parent Signature:	Date:

**\* The student ID can be added later by school personnel.**



**DIOCESE OF SCRANTON CATHOLIC SCHOOLS OFFICE**

**Virtual Classroom  
Parent/Guardian Acknowledgement Form**

**MUST SIGN EACH YEAR & RETURN TO SCHOOL OFFICE**

In order to provide continuity of instruction during virtual instructional days, the Catholic schools in the Diocese of Scranton will use a variety of teaching methods, including virtual classroom activities. Participation in virtual classroom activities is subject to school policies and regulations, including, but not limited to: student conduct/behavior and acceptable use of technology.

I understand that my child's teacher may conduct virtual classroom activities. Be aware that video, including audio, will be used for teaching purposes, and at times, teachers may record classroom activities for educational use/purposes. The recordings will only be shared within the school setting for students unable to attend the virtual classroom activity in real-time. Video recordings will be available for download so the school students may access said recordings during remote learning, but such use will be limited to school students only. School students can view them online or offline in coordination with their daily instruction. Any use of said virtual academic content outside of school's teacher or administrator approved use, such as uploading or sharing of said video content to a third-party website, personal website, or a social media account is strictly prohibited. This prohibition also extends to sharing such recordings to non-school students.

The recordings shall be stored, accessed, and disposed of in accordance with the guidelines established by the Catholic Schools Office for the Diocese of Scranton.

The teacher will provide advance notice of recording a classroom activity. If you have questions or need assistance with virtual classroom activities, please contact your child's teacher or the School Office.

I hereby consent to the school's collection, use, and/or disclosure of information about my child through video conferencing and recording applications and other manual and/or electronic procedures utilized within course instruction. I understand that my child is participating in a virtual academic setting, and that the information collected is a part of the remote classroom experience currently being utilized. This consent covers all forms of remote learning courses. The information supplied to the teacher and/or school is meant solely for educational and class related use.

**Virtual Classroom  
Parent/Guardian Acknowledgement Form**

**MUST SIGN EACH YEAR & RETURN TO SCHOOL OFFICE**

By signing below, I acknowledge that my child's name, image, likeness, speech, their typed or written content, as well as their grade and course information may be transmitted during video portions of remote learning and online instruction.

Date: \_\_\_\_\_

School: \_\_\_\_\_

Homeroom Teacher's Name: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Student Signature (if High School): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_