

**OLPH Internet/Technology and Office 365 Access
User Agreement & Parent Permission Form**



Dear Parent/Guardian and Student:

Our Lady of Perpetual Help Catholic School is pleased to offer Office 365 accounts that provide access to a suite of tools including email, calendar, cloud document storage and online versions of Word, Excel, and PowerPoint to students in 6th-8th grades. Student accounts, and internet access, are available only with parental permission. This form, signed by a parent or guardian and student, must be returned to the school office.

Students will receive email etiquette training, as well as online and email safety techniques. Your student's Office 365 account allows for communication and collaboration with teachers, parents, and fellow students in a professional manner.

While Office 365 offers powerful communication tools, student accounts have restrictions. Students and parents should be aware that OLPH uses robust filtering tools and makes every effort to block inappropriate content; however, malicious activity is ever-evolving. If a student receives any inappropriate email, he/she must immediately report it to a teacher, parent or guardian. *Students are expected to use Office 365 tools in a respectful and responsible manner and accept responsibility for their online conduct.*

Student Agreement: I agree to comply with OLPH CS rules and IT Policy described in the Student/Parent Handbook. I realize that if I don't comply with the rules and guidelines, my account may be restricted, suspended, or terminated.

Student Signature: _____

Student Name printed: _____ Grade: _____ Date _____

Parent/Guardian Agreement: I have read this form and: **(initial one)**

____As a parent or legal guardian, I grant permission for my student to access school computers for Office 365 and Internet use. I understand that my student and I are responsible for upholding OLPH CS rules and IT policy according to the Student/Parent Handbook. I agree to take responsibility for guiding my student's Internet use - setting and conveying standards consistent with those of OLPH CS for my daughter or son to follow when selecting, sharing or exploring online information. This permission is in effect while my student is enrolled at OLPH CS during the 2018-19 school year and can be revoked only by written notice to the principal.

____As a parent or legal guardian of the minor student, I do **NOT** grant permission for my son or daughter to access school computers for Office 365 and Internet use.

Parent/Guardian Signature: _____

Parent/Guardian Name (print): _____ Date _____