

Computer Responsible Use Policy for Students

2011-12

A. Accounts

1. Students will have a personal account to access our networked computer system, including the Internet (but no email).
2. Access to an account will be through an individually assigned user name and password. New student user accounts will be created at the beginning of each school year or as soon as the student enrolls.
3. Internet access is filtered through the WebSense server here at Whiteface. All Internet calls from each and every computer in our system are routed through that server. If a computer does not send the page request to the filtering server, then our router will NOT pass the request. The local computer will appear to 'freeze' until the browser times-out trying to complete the search.

B. Acceptable Use

7. No students or other children are permitted to work on computers unsupervised, at any time.
8. Unauthorized use of copyrighted software, or other copyright protected material found on the Internet, is prohibited, without the written permission of the copyright holder.
9. No software may be loaded on any school computer without the knowledge and permission of the technology office. Not only are there potential software piracy issues, but also compatibility issues: some software just won't work well in our network environment and with the other software that we are running already.
13. Maintain a backup copy of any stored files that you need to keep, if their loss would be costly in terms of your time. Each user has a personal folder, mapped by your logon script as Drive N:, stored on one of our servers. Files in this folder are backed up daily. USE IT!
14. Personal laptops are permitted at school only under certain conditions: approval from the Technology Office and your teacher(s) are the fundamental requirement. Generally they are not permitted.
15. Other Internet enabled devices are also NOT PERMITTED during school hours, except with the permission and supervision

of a teacher. This includes such items as iPods, PDAs, MP3 players and flash drives.

16. Access to any and all file-sharing sites (especially for the purpose of downloading music and videos) is forbidden unless express permission for that particular site on that particular occasion is sought from your teacher and granted.
17. Access to any and all so-called "personal space" websites for on-line discussions (live or posted) and the posting of personal information (through BLOGS and such) is strictly forbidden.
18. Taking un-approved videos/photos of people and events at school and/or the posting of such on any website is strictly forbidden.

C. Privileges

1. Access to the school computers, to the Internet and to email are not a right but a privilege. If the user damages software or hardware, then the user will be assessed a damage fine.
2. Unacceptable usage will result in limited (up to and including no usage at all) access to the computer system and its resources.
3. Training will be provided for each individual needing to use our computer system and its resources, for those not enrolled in a computer class. Ask for assistance if you find yourself unfamiliar with the tools you need to use.

D. Computer Responsibilities/Etiquette

I WILL:

- keep private information private. (My password and identity are mine and not to be shared.)
- treat others with respect both online and offline.
- report anyone who tries to use the computer to hurt or harass me to a teacher or other adult.
- strive to be a responsible digital citizen.
- encourage others to be good digital citizens.
- have appropriate conversations in all my interactions with others.
- tell adults when someone makes me uncomfortable.
- use computers for school-related purposes.
- credit my sources when I use others' information, images or other material.
- respect the work of other students and not try to copy, damage, or delete their work.
- follow District policies, rules, and regulations.
- ask for permission before connecting my own devices to the school's network unless it is on the district's approved list

- take care of the district's computer equipment.

I WILL NOT:

- read other student's private communications without permission.
- use improper language or pictures.
- use communication tools to spread lies about others.
- pretend to be someone else online.
- give out my full name, password, address or any other personal information to someone I don't know.
- give out the full names and addresses of others.
- send e-mail to anyone who asks me not to send.
- talk to strangers in online conversations.
- look for, read, view, or copy inappropriate pictures or information.
- load my own software on the District network to use at school, unless I have received permission.
- try to get access to or make the computer or network do things not approved by my school and the District.

I UNDERSTAND:

- that the computers, network and printers may not work everyday.
- that sometimes my computer work may be lost and I should be careful to back up important work.
- that some things I read on the Internet may not be true.
- that the computers and network belong to the district and that using them is a privilege, not a right.
- that it is my responsibility to make sure that any devices I use on a school network are approved.
- that the things that I do using a school computer or network are not private and that my teachers and district staff may review my work and activities at any time.

E. Security

Each account is accessible through a user name and password to log on to the system. These two 'words' give the user certain access to computer devices throughout the system as well as access to the Internet.

1. Log-in to use a computer, and log-out when you complete your task on the computer.
2. Internet access must be through the proxy server running WebSense for filtering. DO NOT attempt to by-pass the proxy server.
3. If you identify a security problem (virus, etc...), notify a teacher or the Technology

Coordinator immediately. Your data and account access may be at risk.

4. Do not reveal your account password or allow another person to use your account. If you suspect that another person is using your account, then you should change your password immediately. Ask the Technology Office for assistance.
5. Attempts to log on as another user may result in the loss of your access, loss of your account, loss of computer privileges or other disciplinary action to be determined by the principal.
6. Users must notify the district system administrator of any change in account information except the changing of your password.
7. Under certain conditions, your old account may be deleted and a new account created. Contact the network administrator, through your teacher, if you have a problem with your account.
8. Personally owned computers, including laptops, may not be connected to the District network. An exception to this may be granted under special circumstances, after the personally owned computer has been inspected by the Technology Coordinator, and only under direct supervision of a teacher or staff member.

F. Penalties

1. Any user violating these policies, applicable state and federal laws or posted classroom and district rules is subject to loss of computer and network privileges and any other District disciplinary actions, including criminal prosecution.
2. School and District administrators will make the final determination as to what constitutes unacceptable use. Their decision is final.

G. Damage

The Whiteface School District will not be responsible for any damages a user may suffer, including the loss of data, damaged diskettes and the accuracy of information obtained through this Internet connection.

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2010-2011

(Please read, sign and turn THIS PAGE in to the office)

I understand that my computer use is not private and that the District will monitor my activity on the computer system. I accept that staff may review files and communications to insure that users are using the system responsibly. I do not expect that files stored on servers, diskettes or local hard drives would ever be private.

I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. In consideration for the privilege of using the District's electronic communications system and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of or inability to use, the system, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

Student

Name (Please Print) _____

Signature of student: _____ Date: _____

Home Phone: _____

Username: normally: first initial + middle initial + last name (Example: John S. Smith = jssmith)

Initial Password is **password** for new users

Parent or Guardian

My child has permission to participate in the WCISD electronic communications system (computer network, Internet and/or ITV classroom). Yes No

My child's work may be electronically displayed and published by WCISD. Yes No

Photographs of my child may be electronically displayed and published by WCISD. Yes No

My child's first name **ONLY** may be used in association with a photograph or other published work. (WCISD will not publish the full name or other personal information about a student on the District website.) If you choose "No", not even the first name will be used. Yes No

Parents/Guardians should review this agreement with their children. Please contact the building principal with any additional questions, concerns, or suggestions.

Signature of parent or guardian: _____

Parent/guardian Name (Printed): _____

Date: _____ Home phone number: _____