

# Unified School District 405

## *Technology Acceptable Use Guidelines*

USD 405's network facilities and/or laptops are to be used in a responsible, efficient, and ethical manner in accordance with the philosophy of USD 405. Access to the USD 405 computer systems is a privilege, not a right. Students must acknowledge their understanding of this policy as well as the following guidelines. Failure to adhere to these standards may result in suspension or revocation of the offender's laptop and/or network privileges.

The Internet links thousands of computer networks around the world, giving Lyons students access to a wide variety of computer and information resources. USD 405 does not have control of the information on the Internet. Some sites accessible via the Internet may contain material that is inappropriate for educational use in a K-12 setting. USD 405 Board of Education and the system administrators do not condone the use of such materials and do not permit usage of such materials in the school environment. Lyons Schools specifically deny any responsibility for the accuracy or quality of information obtained through its Internet accounts.

Your child will learn Internet communication skills including the following: email, downloading files, WWW, keyword searches, etc.

### **Student Guidelines:**

- **A \$45 fee will be applied to all chargers having been damaged by user abuse.**
- The School's Internet is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented. Students may not access Web sites, newsgroups, or "chat" areas that contain material that is obscene or that promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a teacher.
- E-mail and all other forms of electronic communication are to be used in a responsible manner. Students may not use vulgar, derogatory, or obscene language. Students may not engage in personal attacks or harass others.
- Use of the computer (including "Instant Messaging") for anything other than a teacher-directed or approved activity is prohibited during instructional time.
- Internet computer games are prohibited in classes, activity period, and the library during regular school hours.
- Installation of peer-to-peer file-sharing programs is strictly forbidden. Using i-Tunes or similar programs to share music is also forbidden. Copyright laws must be respected. If you have any questions about what constitutes a copyright violation, please contact an administrator, media specialist, or teacher.

- If you have a specific need for additional software or you want to add personal software, you must request approval prior to the installation.
- Computers may not be used to make sound recordings without the consent of all those who are being recorded.
- Students may use their own headphones to listen to music, etc., if they have instructor permission.
- The school has a limited amount of information that it can transfer at any one time. When downloading large files over the Internet or backing up files to the server, students should be hard-wired to the network.
- Files stored within the school computer systems should be limited to those relating to formal school courses or activities. Games, commercial software or graphic files that are not for a school project or activity should not be stored on the school computer systems.
- Students may access only those files that belong to them or for which they are certain they have permission to use.
- Deliberate attempts to degrade the USD 405 network or to disrupt system performance will result in disciplinary action.
- School administrators reserve the right to remove student accounts on the network to prevent unauthorized activity.
- USD 405 reserves the right to define inappropriate use of technology. These inappropriate uses include, but are not limited to:
  - *The user shall not erase, change, rename, or make unusable anyone's computer files, programs, or disks.*
  - *The user shall not let other persons use his/her name, logon, password, or files for any reason.*
  - *The user shall not use or try to discover another's password or another person's email or other files.*
  - *The user shall not use district computers or networks for any non-instructional or non administrative purpose.*
  - *The user shall not use a computer for unlawful purposes, such as illegal copying or installation of software.*
  - *The user shall not copy, change, or transfer any software or documentation provided by district schools, teachers, or other students without permission.*
  - *The user shall not write, produce, generate copy, propagate, or attempt to introduce any computer code designed to self replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, Trojan Horse, or similar name.*
  - *The user shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system software.*
  - *The user shall not tamper with computers, networks, printers, or other associated equipment, except as directed by the teacher.*
  - *The user shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images.*

- *All information on any school or district computer or network is considered property of USD 405. Students and staff shall have no expected right to privacy for any information created, stored, or used on any district system.*
- *As the district owns the laptop, it maintains the right to restrict the content accessed by students whether on the district's network or at the user's home.*
- *Students may only use the account created specifically for them. Any alterations to existing user accounts or creation of new accounts will be managed only by administrators.*
- *Labels will be placed on students laptops and chargers to identify them. Removal or defacing of these labels is also forbidden.*
- Each computer is covered by warranty, which covers defects in materials and workmanship for a period of 3 years from the date of purchase of the machine. Each machine is also covered by asset protection which covers accidental damages. Intentional damage, lost power supply (\$45 for replacement), or damaged laptop batteries are not covered and is the responsibility of the student/parent. However, the fee does not constitute possession of the damaged item. This fee is **ONLY** a deductible for replacement of the damaged item and is still property of USD 405. A \$100 per incident deductible is the responsibility of the student/parent for physical (carelessness) damage.
- Laptop Computer Security Policy During the school day
  - *Students must have laptops with them, or locked in their school lockers. Laptops must never be left unattended. Faculty will pick up and give unattended laptops to the Office.*
  - *Laptops must be kept in the backpack issued with the laptop. They may **NOT** be kept in regular book bags or backpacks.*
  - *Grades 7-8 may check their laptops out at the end of the day and are responsible for the safe return for school the next day. For grades 9-12 it is recommended that laptops go home with students each evening for recharging.*
- Students are not to deface their laptops in any way, for example, with stickers, white-out, etc. If there are any questions, check with the administrators.
- **Before a student is issued a laptop, he or she must have;**
  1. *Paid the appropriate district technology fee.*
  2. *Signed the acceptable use guidelines form.*

<b>District Technology Fee</b>	
Grades 3-6	\$20.00
Grades 7-8	\$35.00
	\$45.00 (For monthly payments**)
Grades 9-12	\$50.00
	\$60.00 (For monthly payments**)
** \$5.00 required at the time of enrollment	
++ Maximum technology fee of \$100 for a family	

## Technology Acceptable Use Policy Acknowledgement

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/or laptop privileges as well as other disciplinary action. As a reminder, students and staff shall have no expected right to privacy for any information created, stored, or used on any district system.

Student Name \_\_\_\_\_ (Please print)

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

E-mail Password (5 letters and 2 numbers required): \_\_\_\_\_

Date \_\_\_\_\_ Grade level (Graduating Class) \_\_\_\_\_

As the parent or guardian of this student, I have reviewed and discussed the USD 405 school technology guidelines and policies with my child. I understand that network access is designed for educational purposes. I recognize that, even though the school network has an Internet filter, it is impossible to entirely restrict access to controversial materials. I further understand that my child's email account may be viewed by administrators, parents or guardians anytime. Parents or guardians have the right to ask for access to child's email account. This includes any or all email incoming or outgoing written or received from anyone. (e.g. USD 405 staff, students, and/or others) I also understand that my child's photo and/or work (writing, drawings, etc.) may occasionally be published and identified on the Internet and may be accessible on a World Wide Web server unless I specify otherwise.

Parent Name \_\_\_\_\_ (Please print)

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

***This page is the only page to be returned by each student. Pages 1 through 3 are for parents and students to keep for their own records.***