

School Computers and the Internet

ICS Acceptable Use Guidelines and Contract

The use of school computers is a privilege, not a right. Students using computers and the Internet at school must do so responsibly and appropriately. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. Failure to comply with the guidelines and policies set forth may result in the loss of computer and/or Internet use at school or other disciplinary or legal action taken by the school and any involved parties.

School computers should be used as an educational tool. The use of computers during the school day, including enrichment period (3:20 p.m. - 4 p.m.) for grades K-8 and study hall periods for grades 9-10, must always be teacher approved. Computers should be used for educational programs and activities or teacher assignments that require research, word processing, PowerPoint, etc. Use of computers for entertainment purposes (such as playing games and visiting non-educational websites) should be limited to incentives or rewards from teachers, and must always receive teacher approval for these specific purposes.

Inappropriate Use – a violation of the intended use of school computers and/or the network:

1. Accessing the control panel and/or changing any settings on school computers, including changing the desktop background, renaming icons, modifying the screen saver, etc.
2. The alteration of Internet settings, including changing the history settings and clearing the browser's history, cache, cookies, etc.
3. Downloading and installing commercial software, shareware, or freeware to a computer's hard drive or a network/shared drive, including downloading and installing applications and games from Internet websites.
4. Accessing personal email from school computers without permission from a teacher, and/or using email for communicating with friends or family during the school day. The use of personal email at school is limited to transferring assignments to a teacher or for home access.
5. Using school computers for personal business, entertainment, or social communication (instant messaging programs, message boards, chat rooms, social networking websites, etc.) not relating to school activities.
6. Attempting to access blocked websites and/or trying to find ways around blocks.
7. Using headphones for entertainment media (such as music, music videos, movies), unless media has been approved by a teacher. Likewise, external devices such as MP3 players and personal headphones should not be connected to school computers.
8. Damaging school computers or hardware. This includes touching or running objects across the LCD monitor screens. Food, drinks, candy, and gum are prohibited from computer stations.
9. Disconnecting any parts, wires, or hardware from a school computer, including the mouse, keyboard, headphones, etc.
10. Misuse or overuse of technology resources, such as storage space and printing supplies (paper and ink). Only save files, documents, graphics, etc. that are necessary for school assignments and delete any files that are no longer needed. Do not print unless given permission by a teacher.

Unethical Use – A violation of social standards of conduct:

1. The use of profane, abusive, or impolite language when communicating over the Internet (such as in email, blogs, and chats). **Any threats, bullying, harassment, racial slurs, etc. made via electronic communication will be taken seriously and may include law enforcement intervention.**
2. Accessing websites with inappropriate content. Websites should not contain any adult content or profanity and should not advocate illegal activities, violence, or discrimination against other people.
3. Disclosing any personal information, contact information (address, phone number, etc.), or account information (user names and passwords) for yourself or any other person via the Internet.
4. Posting the school's name or defamatory or threatening remarks against the school, faculty, or other students on social networking websites (such as MySpace and Facebook), personal websites, message boards, blogs, etc.
5. Using the school's network for commercial gain or profit. This includes entering online contests or accessing online auction websites. Likewise, attempting to make purchases online using the school's network is not allowed.

Illegal Use – A violation of local, state, and/or federal laws:

1. Violating anti-piracy laws by the unauthorized reproduction and/or distribution of copyrighted materials (e.g., music, movies, art, and software). This includes burning copies of CDs, DVDs, and software. Criminal copyright infringement, including infringement without monetary gain, is subject to investigation by the FBI and punishable by confinement and fines.
2. Plagiarizing works published on the Internet. Plagiarism is taking someone else's writing or ideas and claiming them as your own. Likewise, you should not claim media, such as photographs and graphics, that you did not create as your own. Sources should always be cited, giving credit to the owner or creator of the works or media.
3. Accessing, altering, or deleting any files belonging to someone else, or attempting to access folders, files, and accounts (i.e., trying to guess passwords) that belong to another. Logging into or using accounts owned by another (email, SuccessMaker, etc.) and/or the forging of email. Unauthorized access to folders, files, and accounts belonging to someone else is considered hacking.
4. Making deliberate attempts to disrupt computer systems or destroy data by spreading computers viruses.
5. Engaging in Internet fraud.
6. Creating, possessing, and/or sharing child and/or adult pornography.
7. Theft or vandalism of any computer or computer equipment.

Possible Consequences:

1. Suspension or revocation of computer access.
2. Suspension or revocation of Internet access.
3. Liability for expenses incurred due to misuse, theft, vandalism, or deliberate damage to computers, hardware, and/or the network.
4. School suspension or expulsion.

5. Legal action and prosecution by the authorities.

Please note: The system operator has the right to monitor all activities on the school network. Additional guidelines and restrictions may be added at any time school leadership believes it is necessary.

Student Name: _____ Date: _____

Parent Name: _____ Date: _____