

COALFIELD SCHOOL COMPUTER USE GUIDELINES

1. GENERAL PRINCIPLES

When a student at Coalfield School accesses computers, computer systems and the school network, he or she assumes certain responsibilities and obligations. All access of this type is subject to school policies. Coalfield School expects that student use of computers provided by the school will be ethical and will reflect academic honesty. Students must demonstrate respect for intellectual property, ownership of data, system security mechanisms, and rights to privacy.

- a. A student's access to school computers, the school's computer network and the Internet depends on respect for the rules of the school and care of the equipment.
- b. A student will have access to the school computers and the school network only after both the student and his or her parent or guardian have read and signed this Computer Use Guidelines contract.
- c. Upon receipt of the signed contract, the student will be assigned a unique user name and password. The student may not access school computers with any other user name or password and is prohibited from revealing the password to anyone.
- d. The aim and purpose of school computers and the school computer network are educational. No student may play or store computer games from any source on school computers or the school network unless authorized by a teacher for classroom instruction.
- e. The student will be responsible for legal, financial, and other obligations resulting from his or her use of the computer.
- f. While using any computer at school, students will at all times identify themselves and must not misrepresent themselves. Each student will be responsible for all activities generated on the computer under his or her user name and password.
- g. Students will not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users or misrepresent themselves as other users.
- h. Students will at all times respect the privacy and copyright of others. This means that the work of others must be fully acknowledged.
- i. The student will not send, receive, or access an e-mail account while using school computers or the school network unless authorized by a teacher for class instruction. Only school-approved e-mail accounts may be used for class instruction.
- j. The student will not access material that may be offensive to members of the school community.
- k. The student will access only those files and data that belong to the student, that are publicly available, or that the student has been authorized by a teacher to use.
- l. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computer system and / or damage the software components of a computer or computer system is prohibited.
- m. Users of the network shall not disrupt the use of the network by destroying, modifying or abusing hardware or software.
- n. Users will use only legal versions of copyrighted software provided on the school network.
- o. Use of all portable disks is prohibited at school except when authorized and previewed by a teacher for a specific classroom assignment.
- p. Use of the computer, the school network, or the Internet to access or obtain unsuitable, offensive, or illegal material, including any material that is pornographic, racist, sexist, unethical, obscene, sexual, prejudicial, or violent in nature, is prohibited.
- q. The school may at any time terminate, suspend, or limit a student's access to any or all of the school's technology resources. Such termination or suspension will follow any student's failure to abide by these guidelines.

2. CONSEQUENCES FOR VIOLATION OF COMPUTER USE AGREEMENT

In the event a student's computer access privilege is revoked, a student's password will be removed from the system and the student will be denied the use of any school computers. *Students who are not authorized to use school computers or students whose computer access privileges have been revoked are not excused from any class assignment, even if an assignment requires computer use. If a student's class is meeting in the computer lab and a student is unable to do classroom computer assignments because of suspension or revocation, such students may be given additional assignments for that class period.*

Penalty for prohibited use of games, e-mail, disks, or Internet access and penalty for sharing a password:

First offense: student access to school computers and computer networks will be denied for a period of 10 school days.

Second offense: student access to school computers and computer networks will be suspended for a period of 45 school days.

Third offense: student access to school computers and computer networks will be suspended for a period of one calendar year.

Additional penalty for sharing a password:

Student password will be revoked, and student will be charged a fee of \$25 for a new password.

Penalty for accessing profane or obscene materials (pornography); sending or displaying offensive messages or pictures; harassing, insulting, or attacking others; damaging computers, computer systems, or computer networks; violating copyright laws; using or attempting to discover other users' passwords; trespassing in other users' folders, work, or files; intentionally wasting limited resources; employing the network for commercial purposes; acting in any other way, while accessing a computer at school, which violates school policy, school board policy, or public law:

First offense: student access to school computers and computer networks will be suspended for a period of one calendar year, and the student may be suspended from school.

Second offense: student access to school computers and computer networks will be permanently revoked, and the student may be suspended from school.

Contract

- 1) I have read the General Principles of the Computer Use Guidelines as outline above, and I agree to abide by these guidelines.
- 2) I understand that I am a representative of the school, even when using the computer, and I agree to always act in the best interests of the school.
- 3) When using the Internet I agree to surf only the area specified by my teacher. If I find myself in unsuitable locations, I agree to immediately return Home or inform the teacher. If I fail to do this I understand I may lose the privilege of computer use.
- 4) I agree to respect the school's equipment and resources, and I accept responsibility for ensuring that equipment remains in good operating condition. If I have cause to believe that equipment is malfunctioning, I shall immediately report this to the network manager or a teacher.
- 5) I agree to log on to the network using my own user name and password.
- 6) I agree at all times to be courteous in computer use and to use appropriate language.
- 7) I take full responsibility and liability arising from my use of the school computer resources and, through those resources, the Internet.
- 8) I accept that use of the Internet at school is for educational purposes only. I understand that files saved on the school network may be monitored by school personnel and will be erased at the end of each semester.
- 9) I agree to respect rights, privacy, and property of others. This included their passwords and files.
- 10) I agree to respect copyright and to protect the school from infringement of copyright.
- 11) I agree to fully acknowledge all materials to which I refer or from I quote.
- 12) I agree not to access unsuitable, offensive, or illegal material. This includes any material that is pornographic, racist, sexist, unethical, obscene, sexual, prejudicial, or violent in nature.

I hereby certify that I have read the above General Principles and Contract, and I understand the student's responsibilities regarding computer use at Coalfield School. I understand that a student is responsible for protecting his/her password and will be charged a fee if the password must be reissued. I also understand that a student is responsible for any activity which occurs on the computer under his or her user name and password. Finally, I understand that computer use may be suspended or permanently revoked for violation of this agreement, a move which will not excuse a student from assignments.

Student (print) _____ Student signature _____ Date _____

Parent (print) _____ Parent signature _____ Date _____