

## **Greeley County Schools USD #200**

### **Computer Use Policy**

Greeley County Schools USD #200 fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner. Use the following regulations as a guide when working within our computer system:

1. The school's Internet connection should be used only for research or information gathering that is directly related to academic assignments or extracurricular projects supervised by the USD #200 faculty. The school's Internet connection is for use on school issued computers **only** unless special permission is granted.
2. During school hours, game playing on computers is not allowed unless the game is directly related to a school assignment or activity. For example, chess would be appropriate if related to the activities of the Chess Club.
3. Students in those grades in which notebook computers are required are expected to bring their computers to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
4. E-mail (or any other computer communication) should be used only for legitimate and responsible communication between students, faculty, and the outside world. Rude, abusive, threatening, or otherwise inappropriate language is not permitted.
5. Students may access only those files that belong to them or which they are certain they have permission to use.
6. 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 formal activity should not be stored on the school computer systems.
7. IBook/MacBook belong to and are distributed by the school.

Access to the Greeley County Schools, USD #200 computer systems is a privilege, not a right. Violating the letter or spirit of the above regulations may cause to deny a student access to the Greeley County Schools, USD #200 computer systems, and/or may result in more serious disciplinary action(s).

## Greeley County Schools USD #200 Acceptable Use Policy

The Greeley County Unified School District recognizes that computers are used to support learning and to enhance instruction. Computer information networks allow people to interact with many other computers and networks. It is a general policy that all computers are to be used in a responsible, efficient, ethical and legal manner. USD #200, Greeley County Schools fully expects that all members of the school community will use the computer systems in a responsible, appropriate, and legal manner.

ACCEPTABLE USE	UNACCEPTABLE USE
<p>There are countless ways to use the Greeley County Computer Network in acceptable ways. These include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Internet research for projects and reports.</li> <li>• Subject-specific software.</li> <li>• Word processing reports.</li> <li>• Processing data on spreadsheets.</li> <li>• Creating and accessing databases.</li> <li>• Creating multimedia presentations.</li> <li>• Creating web pages and web sites.</li> <li>• Creating and editing digital audio and video.</li> </ul> <p>- This is not meant to be a finite list, but a short list of how computer and network technology can enhance the learning process.</p>	<p>The following behaviors are unacceptable when using the Greeley County Computer Network.</p> <ul style="list-style-type: none"> <li>• Damaging school district resources in any manner.</li> <li>• Violating any local, state (K.S.A. 21-3755), or federal statutes.</li> <li>• Changing a computer affecting how others use it.</li> <li>• Violating copyright laws.</li> <li>• Using another person's password.</li> <li>• Gaining unauthorized access to the files of others, or vandalizing the data or files of another user.</li> <li>• Viewing or sending obscene or derogatory material.</li> <li>• Intentionally wasting resources.</li> <li>• Installing software that has not been approved by the school district.</li> <li>• Using the school district's resources for gambling, extortion, pyramid schemes, chain letters. Stealing data, equipment, or intellectual property.</li> <li>• Forging electronic mail messages, or uses an account owned by another user.</li> </ul> <p>- This also is not meant to be a finite list, but examples of actions that may result in disciplinary action.</p>

### A. Consequences of Violations

*Access to the Greeley County Schools computer systems is a privilege, not a right. Violating computer regulations may cause the administration to deny a student access to the Greeley County Schools computer systems, and /or may result in more serious disciplinary action(s).*

Consequences of violations include but are not limited to:

- 1<sup>st</sup> violation: Laptop computer will be removed for a period of 5 schools days.
- 2<sup>nd</sup> violation: Laptop computer will be removed for a period of 9 school weeks.
- 3<sup>rd</sup> violation: Laptop computer will be removed for a period of 1 calendar year.
- 4<sup>th</sup> violation: Laptop computer will be revoked without option of earning the privilege back.

In-school suspension; school expulsion; and/or legal action and prosecution by the local and federal authorities.

## B. Remedies and Recourses

Anyone accused of any of violations has all of the rights that would normally apply if such person were accused of school vandalism or any other illegal activity.

USD #200 views the use of school computers and access to Internet as a privilege. This technology will be used for school-related education and research. At all times, students are expected to follow the directions of teachers and school staff, abide by the rules of the school and school district, and be respectful of other users. USD #200 has the right to restrict or terminate information network access at any time for any reason. USD #200 further has the right to monitor network activity in any form that it sees fit to maintain the integrity of the information network.

## C. Netiquette. (All users must abide by rules of network etiquette, which include the following...)

- 1. Be polite.** Use appropriate language keeping in mind that not everyone is familiar with technology jargon. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- 2. Use appropriate language.** Remember that you are a representative of our school and district. Avoid language and uses that may be offensive to other users. Students are not to distribute, or redistribute jokes, stories, or other materials that are based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.
- 3. Electronic Mail.** Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities. Do not assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.
- 4. Be considerate.** When sending attachments with e-mail (where this is permitted) remember to be considerate. Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.
- 5. Privacy.** Do not reveal your home address or personal phone number or the addresses and phone numbers of other students or colleagues.

## D. Internet Safety

- 1. General Warning; Individual Responsibility of Parents and Users.** All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to his/her supervising teacher.
- 2. Personal Safety. Be safe.** In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission. If someone attempts to arrange a meeting with you as a result of an internet contact you must report the communication, immediately, to your supervising teacher.

**E. "Hacking" and Other Illegal Activities.**

It is a violation of this policy to use USD #200's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited. Not only will hacking be punished by school guidelines, but also with local, state, and federal law enforcement.

**F. Privacy**

Network and Internet access is provided as a tool for your education. USD #200 reserves the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Greeley County Schools and no user shall have any expectation of privacy regarding such materials.

I have read the policies relating to Greeley County's Acceptable Use Policy. I agree to abide by these guidelines. I further understand that any violation of the policies is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

**Student Name:** Name                      **Grade:**                      Grade  
(Please Print)

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

As the parent or guardian of this student, I have read the policies relating to Greeley County's Acceptable Use Policy. I understand that access is designed for educational purposes. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. I hereby give permission to issue a laptop or a PC student account for my child and certify that the information contained on this form is correct.

Parent/Guardian Name:                      Parent/Guardian Name  
(Please Print)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Greeley County Schools USD #200

## Laptop Use Expectations

### Parent Responsibilities

Your child has been issued an iBook/MacBook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of your child's computer.

- I will supervise my child's use of the iBook/MacBook at home.
- I will discuss family values and expectations regarding the use of the Internet at home and will supervise my child's use of the Internet.
- I will not attempt to clean or repair the iBook/MacBook.
- I will report to the school any problems with the iBook/MacBook.
- I will not load or delete any software from the iBook/MacBook.
- I will make sure my child recharges the iBook/MacBook battery nightly.
- I will make sure my child brings the iBook/MacBook to school every day.
- I know that if my child comes to school without his or her computer I may be called to bring it to school.
- I understand that my student should only use the school's Internet connection for research or information gathering that is directly related to academic assignments.

Please initial that you agree with and accept USD #200 laptop expectations.

**Parent Signature** \_\_\_\_\_

### Student Responsibilities

Your iBook/MacBook is an important learning tool and is for educational purposes only. In order to take your iBook/MacBook home each day and to retain its use throughout the school year, you must be willing to accept the following responsibilities.

- I will treat the iBook/MacBook with care by not dropping it, getting it wet, leaving it outdoors, or using it with food or drink nearby.
- I will not loan the iBook/MacBook to my friends or siblings; it will stay in my possession at all times.
- I will not load software from CDs or the Internet onto the iBook/MacBook.
- I will not remove programs or files from the iBook/MacBook.
- I will follow the Greeley County Schools, USD #200 Acceptable Use Policy when using the Internet on the iBook/MacBook at home and at school.
- I will honor my family's values when using the Internet.
- I will not give personal information when using the Internet.
- I will not attempt to clean or repair the iBook/MacBook.
- I will recharge the iBook/MacBook battery each night.
- I will bring the iBook/MacBook to school everyday.
- I will follow the directions of each classroom teachers and USD #200 staff member.
- I will abide by the rules of the classroom, school and school district.

Please initial that you agree with and accept USD #200 laptop expectations.

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

## Greeley County Schools USD #200 Computer Loan Agreement

**Date:**           Date           **Latest Date of Return:** upon withdrawing or May 16, 2008

**Name:**           Name           **Home Phone:**           Home Phone          

**Grade**           Grade           **City:**           City          

Item Description	Serial No./Laptop No.	Condition
Apple iBook/MacBook Laptop		New/Good

The above listed items are being loaned to me and are in good working order unless otherwise indicated. It is my responsibility to care for the equipment and ensure that it is retained in a safe environment. A \$55.00 technology use fee is assessed to cover the cost of insurance. If a claim is filed, the student and/or parent are responsible for the \$100.00 deductible.

This equipment is the property of Greeley County Schools, USD 200 of Tribune, KS and is herewith being loaned to the student for educational purposes only for the current Academic School year. Students may not deface or destroy this property in any way. Inappropriate material on the machine may result in the student losing their right to use this computer. **The use of district technology is a privilege, not a right.** The equipment will be returned to the school on the date listed above or sooner if the student is discharged from the school prior to the end of the school year. Should families fail to turn in the computer upon request, the student and/or parent will be charged with the full purchase cost of the computer.

If the District Property is lost, stolen or damaged while in the Borrower's possession, Borrower is responsible for the replacement or repair thereof. Borrower agrees to indemnify the District from any claim occurring during or resulting from Borrower's possession or use of the District property, including, but not limited to any claim for infringement or violation of applicable trademarks and copyrights attributable to Borrower's use of the District Property.

The District Property may be used by Borrower only for non-commercial purposes, in accordance with the District's policies and rules. Any included software may be used only in accordance with the applicable license and it is Borrower's responsibility to be familiar with and to comply with the provisions of such license.

Borrower may not install or utilize any software in connection with Borrower's use of the District Property other than software owned by the District and made available to Borrower in accordance with this Receipt and Agreement and Borrower agrees not to make any unauthorized use of or modifications of such software.

The District is not responsible for any computer or electronic viruses that may be transferred to or from Borrower's diskettes or other data storage medium and Borrower agrees to use Borrower's best efforts to assure that the District Property is not damaged or rendered inoperable by any such electronic virus while in Borrower's possession.

Borrower acknowledges and agrees that Borrower's use of the District Property is a privilege and that by Borrower's agreement to the terms hereof, Borrower acknowledges his or her responsibility to protect and safeguard the District Property and to return all property in good condition and repair.

The District hereby acknowledges receipt of the sum of \$ \_\_\_\_\_ from Borrower or Borrower's parent or legal guardian in consideration of the use of the District Equipment and to secure the timely return thereof in good condition and repair.

**Parent's Signature** \_\_\_\_\_ **Print Name:**           Name          

**Student's Signature** \_\_\_\_\_ **Date:**           Date          

**Signature of District Supervisor** \_\_\_\_\_

