

# Adult Technology Guidelines

Glenwood Community School District

Computers in Glenwood Community School District are available for use by the students, faculty, and staff. Student use will be monitored at all times. Computer labs may also be scheduled for Adult Education classes and other community groups. Access to these computers is a privilege, not a right. The Information Technology (IT) Director and System Administrators have the right to monitor this technology to ensure that the use by individuals is appropriate.

Computer users may have access to the Internet. The use of Internet is also a privilege. The Internet is a global information system with great educational potential. Information on the Internet changes rapidly and it is not possible to predict or control what users will encounter. Users may discover controversial and inappropriate information. Adult users are accountable for their own email and Internet activities. The school district will use technology measures in an attempt to protect users from inappropriate access. The school district has adopted guidelines for use of computers, which define appropriate educational and ethical uses, identify individual student responsibilities, and specify consequences for violations.

The following are the current Technology Guidelines for Glenwood Community School District:

- ◆ All school staff members have the right to question inappropriate computer activities/materials and may recommend to an administrator that an account be closed/suspended at any time.
- ◆ Users are prohibited from intentionally accessing, downloading, and/or creating any text, picture, sound, audio, or video file that:
  - Includes obscene, libelous, indecent, vulgar, profane or lewd material
  - Advertises any product or service not permitted to minors by law
  - Constitutes insulting or fighting words, the very expression of which injures or harasses others
  - Presents a clear likelihood that, either because of its content or manner of distribution, will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities
  - Will cause the commission of unlawful acts or the violation of lawful school regulations
  - Has no educational purpose
- ◆ Chat sessions, newsgroups, instant messaging, and other forms of direct electronic communication **are forbidden** unless special permission is granted for educational purposes and is monitored by staff members.
- ◆ All computer users are responsible for **any** use of their account and/or network user ID by themselves or others.
  - ***Do not access anyone else's account for any reason!***
- ◆ Passwords are for protection. They prevent others from accessing your account.
  - The system requires all computer users to change their password periodically.
  - Passwords should not be easy to guess. They should not be written where others might see them.
  - Passwords must be at least five characters long and may be a combination of letters and numbers. If you forget your password, tell the IT Director immediately.
- ◆ Do not reveal any personal information about yourself or other users/colleagues (i.e. name, address, or phone number).

- ◆ Any items produced by users will not be posted on the Internet without written permission. If permission is granted, items will be considered fair use and available to the public. For student work, only the student's first name and last initial will be published.
- ◆ Reproduction beyond fair use needs the permission of the copyright holder. The user is solely responsible for copyright infringements.
- ◆ Downloading, installing, and creating programs are **expressly forbidden** unless authorized by a staff member, IT Director, System Administrator, or media personnel.
- ◆ Email and Internet access is not private. The IT Director and System Administrators have rights to all network accounts.
- ◆ Users may not email executables as attachments in any form.
- ◆ Email mass mailings (more than 5) are **expressly forbidden** by students; however, staff may use mass mailings for educational purposes.
- ◆ To conserve space on the network servers, user accounts and email folders are limited to a total size of 10 MB each. Files should be deleted or transferred to disk/CD-ROM when the user is finished with them.
- ◆ Scheduled classes have first priority on the computers. Individual student assignments have second priority.
- ◆ Settings on the computer are not to be changed without the permission from the computer teacher, IT Director, or the System Administrator.
- ◆ If help is needed with a computer or printer, this help must come from a staff member or System Administrator.
- ◆ Personal use of computers and printers must be kept to a minimum. The school reserves the right to assess a charge for personal printouts and excessive number of copies.
- ◆ If a user gains access to materials via the Internet that have a fee involved, that user is responsible for those costs.
- ◆ **People intentionally abusing and/or destroying the equipment, operating systems, or individual applications will be held financially responsible for the damages at a rate of \$120.00/hour for repair plus the cost of the replacement part or system.**

## Consequences

All adults are expected to practice appropriate use of the Internet. Employee violations may result in discipline up to, and including, discharge. Other adult users will lose their rights to use the district's computers.

*If you have any questions, please contact your building Administrator.*

**Glenwood Community School District**  
**Adult Consent Form**  
Technology Guidelines

I have read the guidelines for use of technology as stated. I understand and will voluntarily abide by these guidelines. I also understand and agree that my computer privileges may be restricted or revoked, and that violations may result in discipline up to, and including, discharge. I may also be charged for intentional damages and repairs if I fail to abide by the stated guidelines.

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

Building: \_\_\_\_\_