

# Student Technology Guidelines

Glenwood Community School District

Computers in Glenwood Community School District are available for use by the students, faculty, and staff. 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 will 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. Therefore, it is the responsibility of the parents and the schools to teach students to be responsible Internet and email users. The school district will use technology measures in an attempt to protect students from inappropriate access. For safety reasons, faculty will be directly observing all content that the student is accessing.

The school district has adopted guidelines for use of computers, which define appropriate educational and ethical uses, identify individual user responsibilities, and specify consequences for violations.

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

- The student must first get permission from a staff member to access the Internet with an educational objective. The Media Center and Computer Lab locations must have a teacher's written verification of the topic for the student to access the Internet.
- A staff member may give a student permission to view web sites that are not directly related to a classroom assignment as an educational enrichment activity for that class or for the individual student.
- If the teacher observes the student purposely accessing material that is not relevant to the intended objective, the student will be redirected with one verbal warning. If the student repeats this action, the student has violated the district Acceptable Use Policy.
- 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 website, 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, including gambling
  - 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.**
- Student use of email is not allowed, including online accounts. School email accounts for educational purposes will be issued by the IT Director with written permission. Students must see a staff member if documents need to be emailed to an outside email account.
- 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 and/or System Administrator immediately.
- Do not reveal any personal information about yourself or other students/colleagues (i.e. name, address, or phone number).
- Any items produced by students will not be posted on the Internet without written permission from the student and the parent or guardian. If permission is granted, items will be considered fair use and available to the public. Only the student's first name and last initial will be used.
- 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.
- Internet access is not private. System Administrators have rights to all network accounts.
- 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 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

Failure to follow these rules or guidelines will result in a minimum of the following consequences:

- **1<sup>st</sup> Violation:** Violators will be restricted from using the district's technology for **20 school days** from the date of violation.\*
- **2<sup>nd</sup> Violation:** Violators will not be allowed to use the district's technology for **three months** from the date of violation.
- **3<sup>rd</sup> Violation:** Violators will not be allowed to use the district's technology for **one calendar year** from the date of violation.
  - Teachers that require assignments to be done electronically must allow violator's work to be hand-written and given full credit.
  - Technology is considered to be any computer, or items connected to a computer or network, peripherals, printers, or calculators.
  - Violators who are taking a class where the primary learning tool is a computer must find other means to fulfill their class assignments, receive an incomplete grade, or drop the class.
  - Students will not be allowed to enroll in a class requiring technology access as a primary learning tool during their disciplinary period.

Additional disciplinary action may be included for any violation level at the discretion of an administrator. Parents/guardians will be informed of any infraction and the subsequent loss of privileges.

Thank you for your interest in technology and your child's education. If you have any questions, please contact the IT Director, your building Administrator or Media Specialist.

Printed Student Name: \_\_\_\_\_

## Permission Letter to Parents

### Technology Guidelines

We have read the guidelines for use of technology as stated. My child understands and will voluntarily abide by these guidelines. We also understand and agree that my child's computer privileges may be restricted or revoked. We will also be charged for intentional damages and repairs if my child fails to abide by the stated guidelines.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Yes  No I give permission to have my child's **work or web page** published on the Internet identified with their first name and last initial only.

Yes  No I give permission to have my child's **picture** published on the Internet identified with their first name and last initial only.

All students will have supervised Internet access for educational use. Please contact your child's building administrator for additional information and/or concerns.