Acceptable User Policy
Computer/Internet Technology
Waverly

The Waverly Public School District believes computer technology can positively affect the work and educational experience for students and staff. It is, therefore, a goal of the school district to make computer technology available for all to use as they need.
All students in grades 7-12 will be issued a mini computer/tablet for school and home use. Non- school issued internet accessible devises are not allowed. The registration fee covers the cost of one year's use and whenever possible, students will be issued the same devise each year. Students may purchase computers at the end of their senior year at the following rates.
> *Class of 2012-$70.00*
> *Class of 2013- Receive a mini computer at no additional cost*
> *Class of 2014-$100.00 for a Tablet or receive a mini computer at no cost.*
> *Class of 2015 and thereafter. Students may purchase computers that the district places for sale.*

In order to fulfill this commitment, it is essential to the school district that computer hardware, software, data, and networks be maintained in a secure environment and be used in a responsible manner.

This document outlines the privileges and responsibilities of technology users of the school district's computer/Internet technology in furtherance of the school district's goals. It applies to all computers and peripherals whether a part of a computer network or a stand-alone system.

All students and staff in the school district have the privilege to access and use the various computer/Internet technologies within the school district. This privilege extends to the use of computers, printers, software, scanners, the Internet, and any other available peripheral computer equipment in support of their educational goals or work requirements. All students and staff of the school district also have the privilege to utilize the school's electronic file server in order to access other computer networks and the Internet.

All students and staff in the school district, by exercising their privilege to access computer technology, imply acceptance of their responsibility to maintain the school district's computer system and respect the property of the school district. Specifically:

As technology is available to all in the school district, it is essential that computer equipment be maintained in a functional state. All technology users have the responsibility to refrain from damaging or altering computer equipment provided by the school district. Damage includes, but is not limited to, scratching, carving, defacing, or

removing components of the mini computers. This extends to either the physical damage or the changing of software configurations on any computer equipment and/or related peripherals, including the charger. Bags/***portfolios*** have been provided for computer protection, however, students are responsible for monetary replacement of all components of the computer initiative. ***Students must follow the following procedure to get a computer/tablet repaired. If the student's computer doesn't work or is damaged:***

1. *Student turns the computer into the officer. A triplicate job ticket is completed.*
2. ***The computer is assessed and the principal informs the student in writing of the cost of the repair. Additionally a note is sent home detailing the damage and cost of repair.***
3. ***Student pays for the repair. (there may be a delay if a special part must be ordered)***
4. ***Computer is repaired and given back to the student.***

A listing of replacement prices will be attached to the *Acceptable User Policy Agreement* signature page. Failure to repay the district for computer misuse will result in the nonissue of another computer the next year, or if the student is a senior, loss of graduation privileges.

- Technology users have the responsibility to keep food and drink products away from computers and other technology equipment and out of the computer classroom labs.

- Technology user-accounts are established for the private use of the person for whom they are created. All technology users have the responsibility to refrain from using other person's accounts under any circumstances without the express consent of that person. Technology users further have the responsibility to protect their own accounts from improper use by other users. Computers will be audited periodically and students with registered additional users will lose the use of their computer for two weeks.

- It is the responsibility of all technology users to ensure that they do not introduce any software to the computer systems, either as a stand-alone or a part of the computer network that would be detrimental to the integrity of the total computer system. It is the responsibility of all technology users to ensure they do not introduce computers viruses to electronic files that may damage the school district's computer system. Computers will be audited periodically and students with additional, unapproved software loaded on their computer will lose the use of their computer for two weeks. Web Pages, not approved are, but are not limited to, social networking, ***hate crime, pornographic,gambling*** sites, ie. Myspace, facebook, hotornot, livejournal, xanga, ratemyteacher, on line chat/conversation, or instant messaging software, and unapproved gaming sites. Students accessing anonymous proxy servers to circumvent the web filter, or teacher monitoring software will lose the use of their computer for two weeks.

- It is the responsibility of all technology users to refrain from deleting or otherwise altering any electronic files they do not own. User ownership of electronic files is

defined as those electronic files a technology user may create using an application program such as a word processor, database, spreadsheet, etc.

- It is the specific intent of the school district to be in compliance with the various copyright laws. Only specifically authorized school district personnel are permitted to introduce and/or to install new software to any computer system owned by the school district. It is the responsibility of all technology users not to copy programs from any computer system for their own personal use, to provide programs to others, or to sell programs.

In that there are electronic files and application/programming programs on the various systems used in support of the mission or responsibilities of the school district, it is the responsibility of all technology users not to access any electronic files or application/programming programs for which they have not been given specific permission or authorization.

Privacy is a concern of computing systems. All technology users have the responsibility not to violate any other user's privacy by reading or copying electronic files for which they lack authorization.

Technology users have the responsibility to consider the needs of others. Therefore, the playing of recreational games is not allowed if this prevents others from using the computer equipment in the furtherance of their educational goals or work requirements.

The Internet for Students and Staff

The school district believes the Internet offers a unique opportunity for research to all users of the school district's resources. However, this opportunity also poses some extra responsibilities and provisions to all who access the Internet. As a technology user of the Internet, the school district has certain responsibilities to our Internet provider. These responsibilities are shared by all who have an Internet access account:

- Internet users have the responsibility not to attempt to represent themselves as another person, whether by another user of our computer system or someone outside our computer system, nor to use or alter electronic files belonging to other users, accounts belonging to others, or to alter passwords belonging to others.

- Internet users have the responsibility to respect copyright laws on the Internet as it pertains to programs or electronic files belonging to others.

- Internet users have the responsibility to respect the integrity of the computer systems and not to introduce programs to harass other computer users or to infiltrate other computer systems and/or damage other computer systems or operating systems.

- Internet users have the responsibility not to engage in advertising for products or services.

- Internet users have the responsibility not to involve themselves in the creation or the forwarding of chain-letters to other Internet users.

- Internet users have the responsibility not to access electronic files considered to be abusive, obscene, offensive, pornographic, or prejudicial against individuals or groups.

- Policing in cyberspace presents new and unique challenges for American law enforcement and schools alike. In cyberspace, traditional boundaries are ignored and the usual constraints of time, place, and distance lose their controlling influence. During the hours between 3:30 p.m. and 5:00 p.m. students are especially vulnerable to online child molesters and abusers. Parents should NEVER put a computer in a child's bedroom-put it in the living room or family room. Parents should NEVER allow a child to be online in the afternoon (after school) without an adult in the house. Students should NOT post personal information on online diaries and should stay out of chatrooms.

- Internet users have the responsibility to request permission prior to subscribing to news groups or lists from the Internet.

- Internet users have the responsibility to refrain from sending harassing or abusive E-mail to any other computer user on the Internet and to report the receipt of such E-mail to authorized school district personnel. Cyberbullying or cyberbashing will not be tolerated.

- Students have the responsibility to care for the mini laptop/*tablet* computers in such a way that protects their value and their ability to function within the school setting. Mistreatment and/or misuse of the mini laptop/*tablet* computers will result in monetary assessment for repairs and additional consequences resulting in the return to paper textbooks use and assignment completion.

The school district reserves the right to monitor the usage of the computing facilities related to the staff and the student use of the Internet to ensure all users are adhering to their responsibilities. The school district further reserves the right to take appropriate disciplinary action, including, but not limited to all consequences explained in the Student Handbook under the heading "Disciplinary Measures," against individuals who fail to comply with this Acceptable User for Computer/Internet Technology Policy.

To enjoy the technology facilities of the school district, students and staff must sign the Acceptable User for Computer/Internet Technology Form attached. For students and staff under the age of eighteen (18), a parent/guardian signature is also required.

Acceptable User Acceptance Form
For Computer/Internet Technology

Waverly Community Unit School District
201 N. Miller
Waverly, Illinois 62692

I have read and understand the **Waverly Public Schools District Acceptable User Policy for Computer/Internet Technology** and agree to comply with the rights and responsibilities contained in that document. I understand the failure to fulfill my responsibilities as they relate to the use of computer/Internet technologies in the school district may result in disciplinary action. I further understand, failure to repay the district for computer misuse will result in the nonissue of another computer the next year, or if the student is a senior, loss of graduation privileges.

Print Student/Staff Name: _____

Student/Staff Signature:_____

Parent/Guardian Signature (if under 18):_____

School Building Location:_____

Grade of Student:_____

Telephone Number of Parent/Guardian:_____

Parent Notification of Repair Request

E-Mail: _____