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WHS Computer/Technology Use Policy for Students

COMPUTER USE

We require that students and parents accept, and sign the following rules for acceptable use of technology. Access to the Internet and the use of the computer network is provided to students who agree to act in a considerate and responsible manner. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The faculty and staff of Windover High School reserve the right to request the administrator to suspend specific user accounts.

In accordance with the Children's Internet Protection Act (CIPA) all WHS students will access the Internet through an appropriate filter that blocks objectionable (inappropriate and harmful) material. Objectionable material is defined as any visual depiction of obscenity, pornography, or other depictions not appropriate for students. The filter is set to automatically block these kinds of web pages. Sites that advocate antisocial behavior will also be blocked to the extent possible. The safety and security of WHS students are of utmost importance. It is expected that students will never give personal information to a stranger by way of email, chat rooms, or other forms of electronic communications.

1. Students are responsible for appropriate behavior on the Windover High School Network. General school rules for behavior and communications apply to the Internet.
2. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files are private.
3. **USERS ARE PROHIBITED FROM** using the technology for a "for-profit" business, for product advertisement or political lobbying the malicious use of technology to disrupt the use of technology by others, to harass or to discriminate against others, and to infiltrate unauthorized computer systems using Windover High School information technologies to draft, send, or receive inappropriate communications and material including but not limited to items which are pornographic, obscene, profane, vulgar, harassing, threatening, defamatory or otherwise prohibited by law participating in hate mail, harassment, discriminatory remarks and other antisocial behaviors on the network vandalizing Windover High School or any other information technologies (Windover High School's or any others). Vandalism is defined as any attempt to harm, destroy, disrupt or

hack the operation of the Windover High School Network. Vandalism includes, but is not limited to, the creation or intentional receipt or transmission of computer viruses

Consequences of Inappropriate Behavior:

Windover High School's system is not a public forum and access to technology is a privilege and not a right. Any user who does not comply with the Electronic Information Access and Use Policy will lose network privileges. Repeated or severe infractions of the policy may result in permanent termination of privileges. Users violating any of the rights and responsibilities may face additional disciplinary action deemed appropriate in keeping with the disciplinary policies and guidelines of the school.

**WHS ELECTRONIC INFO AND USE FOR EDUCATIONAL PURPOSES
MEMBER RESPONSIBILITY DECLARATION**

- Windover High School has developed an Electronic Information Access and Use for Educational Purposes Policy for the Internet, local and wide area networks, computers, and related equipment.
- Access to and use of the Internet, local and wide area networks, computers, and related equipment is a privilege for the user.
- I have read, understand, and will abide by the Electronic Information Access and Use Policy and this agreement.
- I understand that should I commit any violation, my privileges may be revoked, school disciplinary action, and/or appropriate legal action may be taken.
- Members having accounts on the Windover High School Network should be advised that they might locate the material that could be considered offensive or controversial.
- Parents of minors should be aware of the existence of such materials and monitor home usage of the system.
- Students knowingly bringing or downloading such material into the school environment will be dealt with according to the discipline policies of Windover High School and such activities may result in termination of their account on the network.
- In consideration for the privilege of using the WHS Network and in consideration for having access to the information contained or accessed on it, I hereby release Windover High School and its operators and sponsors, its faculty and staff, and all organizations, groups, and institutions with which WHS is affiliated for any and all claims of any nature arising from my use, my child's use or inability to use of the WHS Network.

CHROMEBOOK USE

Receiving a Chromebook

- A. Parents/guardians and students must sign and return the User Agreement and Parent Permission Form before a Chromebook is issued to the student.
- B. Chromebook will be labeled in a manner specified by WHS; this will include the serial number.
- C. The Chromebook and school issued email account are the property of WHS and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of material found on a Chromebook or a school supplied or supported email service.
- D. Should your child be a virtual student and/or your child chooses to opt out of having a Chromebook, you will need to submit a signed note to that effect to WHS.

Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.

Taking Care of a Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the WHS. Chromebooks that are broken or fail to work properly must be given to the District Technology Coordinator for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned Chromebook or their login. Chromebooks are the property of the WHS and all users will follow these procedures and the WHS Computer Use Policy.

General Precautions

- A. While the Chromebook is considered scratch resistant, the Chromebook can scratch. Avoid using any sharp object(s) on the Chromebook.
- B. Chromebooks do not respond well to liquid. Avoid applying liquids to the Chromebook. The Chromebook can be cleaned with a soft, lint free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the Chromebook.
- C. Do not close the lid with a pen/pencil or other objects inside as it will break the screen.
- D. Do not attempt to gain access to the internal electronics or repair of a Chromebook. If a Chromebook fails to work or is damaged, report the problem to the school.
- E. There is no “jailbreaking” (bypassing filters and controls) of this device.
- F. Never throw or slide a Chromebook.
- G. Cords and cables must be inserted carefully into the Chromebook to prevent damage.
- H. Chromebooks must remain free of any writing, drawing, stickers, or labels that are not the property of the WHS or approved by the building principal.
- I. Chromebooks may have the ability to be remotely located. Modifying, disabling, or attempting to disable the locator is a violation of the Electronic Information and Use Policy and grounds for disciplinary action.
- J. Chromebooks have a unique identification number and at no time should the number or labels be modified or removed.

- K. Chromebooks should be placed stored either vertically in a case or in a backpack/bookbag to avoid putting any pressure on the screen.
- L. Chromebooks must never be left in an unlocked car or in any unsupervised area.
- M. Chromebooks must not be left in a vehicle or a location that is not temperature controlled. Do not leave the Chromebook in your car in the winter!!
- N. Chromebooks must be charged for school each day. This is the student's responsibility. Students will not be allowed to charge their devices in classrooms. If you can remember to charge your phone you can remember to charge your Chromebook.
- O. Chromebooks are assigned to individual students and the responsibility for the care of the Chromebook solely rests with that individual. Students should not lend their Chromebooks to another person.
- P. PLEASE DO NOT ATTEMPT TO CONTACT A SERVICE DIRECTLY FOR REPAIR QUESTIONS. PLEASE CONTACT THE SCHOOL.

Returning a Chromebook

- A. Chromebooks and all WHS accessories will be returned during the final weeks of school so they can be checked for serviceability.
- B. Chromebooks must be returned immediately when a student transfers out of the WHS, is suspended or expelled, or terminates enrollment for any reason.

Fines Related to a Chromebook

- A. Chromebooks and AC chargers will be turned in to the school, when requested, in satisfactory condition. Chromebooks will be inspected for damage. In the case of abuse, neglect, or intentional damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The WHS Administration will make the final determination of any fees assessed.
- B. If a student fails to return the Chromebook, the student/parent/guardian will pay the replacement cost of the Chromebook. Failure to return the Chromebook will result in a theft report filed with the Midland Police Department.
- C. Parents will NOT be required to have insurance on the device. The school district will carry a policy that will cover the Chromebooks. However, the parents and students will be responsible for all costs associated with intentional damage, misuse, or neglect. Students may also be assessed a school fine of \$25 for the first time a machine needs to be repaired, \$50 for the second time a machine needs repair, and may possibly remove the student from the program if a machine needs to be repaired a third time.

Claims

- A. In cases of theft, vandalism, or other acts that may be covered by the school insurance, the student/parent/guardian must file a report with the principal before a Chromebook can be repaired or replaced.
- B. In the event of a lost or stolen Chromebook, WHS may deploy location software, which may aid in recovering the Chromebook.
- C. Failure to report a stolen Chromebook in a timely manner may result in a request for compensation for the replacement cost of the Chromebook.

Personal Home and Homeowners'/Renters' Coverage

Lost, damaged, or stolen Chromebooks in the care, custody, and control of a student will be the responsibility of the parent and/or student for repair and or replacement.

Using the Chromebook Camera

The Chromebook may come equipped with a camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

Legal Propriety

- A. Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask the district technology coordinator.
- B. Plagiarism is a violation of the WHS rules. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- C. Use or possession of hacking software is strictly prohibited and violators will be subject to WHS discipline. Violation of applicable state or federal law may result in criminal prosecution.

Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang-related images are not permitted and subject to disciplinary action.

Sound, Music, Games, Software/Apps

- A. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- B. Students should provide their own headsets/earbuds.
- C. Music is only allowed on the Chromebook at the discretion of the teacher.
- D. All software/apps must be district provided. Data storage will be through apps on the Chromebook, i.e. Google Docs, Notepad, etc.
- E. Internet games are not allowed on the WHS Chromebooks.

Using a Chromebook at School

Chromebooks are intended for use at school each day. In addition to teacher expectations for the Chromebook use, school messages, announcements, procedures and rules, calendars, and schedules may be accessed using the Chromebook. Students are responsible for bringing their Chromebook to all classes unless specifically instructed not to do so by a teacher.

Chromebook Undergoing Repair

Loaner Chromebooks may be issued to students when their Chromebooks are being repaired by the school. A limited number of “loaner” Chromebooks are available so having a “loaner” is not guaranteed.

Network Connectivity

WHS makes no guarantee that the district’s network will be up and running 100% of the time. In the rare case that the network is down, the district will not be responsible for lost or missing data.

User Signature: _____ Date: ____/____/____

Parent Signature: _____ Date: ____/____/____