# TECHNOLOGY ACCEPTABLE USE POLICIES FOR STUDENTS

## COMPUTER USE GUIDELINES

In order to ensure proper use of computer equipment and the security of the computer network, regulations have been established for student use of the computer network. The basic premise of the regulations is that students are to log in under their own names and passwords and, when done, log out appropriately. Any other use or activity on the computer is strictly prohibited. Listed below are the conditions of the contract and statements of consequences for breach of the contract.

Students under computer contract agree to:

- request use of the computer from the monitoring teacher.
- use only the applications available through the school's computers.
- use the computers and printers for constructive purposes.
- send documents for printing once only.
- work within applications only.
- use the student's own password for all computer work; further, he/she will not give others his/her password for others to use.
- use a login name other than one's own ONLY under the direct supervision and permission of the monitoring teacher.
- use gaming applications only with the permission of the monitoring teacher.
- use personal "SkyDrive" for transportation of files to and from school if home bandwidth permits.
- use USB flash drives only if home bandwidth is not sufficient to use online storage.
- scan USB flash drives and other removable media for viruses before use.
- exit all applications properly before logging out.
- clean up work area, set the computer as it was, and push chair in.
- inform teachers of any damaged computer equipment or components.
- only use email addresses provided by the school; use of email other than SBRSD email is a violation of this computer use contract.

Consequences for violations of the computer contract include:

- 1st offense: Conference held with student, incident report sent to parent, loss of computer network use for 2 weeks. (Required computer class work to be done with teacher-monitored access and direct supervision.)
- 2nd offense: Conference held with student, incident report sent to parent, one day suspension, and loss of computer network use from 6 weeks to the remainder of semester. (Required computer class work to be done with teacher-monitored access and direct supervision.)
- 3rd and further offenses: Conference held with student, incident report sent to parent, one day suspension, and loss of computer network for possibly the remainder of semester or indefinitely, depending on circumstances. (Required

computer class work to be done with teacher-monitored access and direct supervision.)

In some circumstances, a students first offense may be so serious (such as deleting files, entering improper network areas, or making inappropriate adjustments to the system) that they may face the consequences usually reserved for second offense. Costs incurred as a result of inappropriate use of the network will be the responsibility of the student. The administration will seek guidance from the district computer team in regard to the specifics of computer infractions.

**STUDENT INTERNET CONSENT AND WAIVER**

The **Southern Berkshire Regional School District** believes that the benefits to educators and students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages of access. But ultimately, the parent(s) or guardian(s) of minors are responsible for setting and conveying the standards that their children should follow. To that end, the **Southern Berkshire Regional School District** supports and respects each family's right to decide whether or not to apply to the District's Internet access program.

The student and his/her parent(s) or guardian(s) must understand that student access to the **Southern Berkshire Regional School District's** Internet access is being developed to support the District's educational responsibilities and mission. The specific conditions and services being offered will change from time to time. In addition, the **Southern Berkshire Regional School District** assumes no responsibilities for:

- the content of any advice or information received by a student from a source outside the District, or any cost or changes incurred as a result of seeing or accepting such advice.
- any costs, liability, or damage caused by the way the student chooses to use his/her District Network access.
- any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of the **Southern Berkshire Regional School District.**

While the **Southern Berkshire Regional School District** supports the privacy of electronic mail, students must assume that this cannot be guaranteed.

By signing the tear out in the back of this Handbook, **I agree to the following terms:**

- My use of the **Southern Berkshire Regional School District's** computer network must be consistent with the District's primary goals.
- I will not use the **Southern Berkshire Regional School District's** computer network for illegal purposes of any kind.

- I will not use the **Southern Berkshire Regional School District's** computer network to transmit threatening, obscene, or harassing materials. The District will not be held responsible if I participate in such activities.
- I will not use the **Southern Berkshire Regional School District's** computer network to interfere with or disrupt network users, services, or equipment. Disruptions include, but are not limited to, distribution of unsolicited advertising, propagation of computer worms and viruses, and using the network to make unauthorized or surreptitious entry to any other machine accessible via the network.
- It is assumed that information and resources accessible via the **Southern Berkshire Regional School District's** network are private to the individuals and organizations which own or hold rights to those resources and information unless specifically stated otherwise by the owners or holders of rights. Therefore, I will not use the **Southern Berkshire Regional School District's** network to access information or resources unless permission to do so has been granted by the owners or holders of rights to those resources or information.

The **Southern Berkshire Regional School District** reserves the right to monitor school computer use in any way that is possible and appropriate.

## Consequences of Violations

Consequences of violations include but are not limited to:

- Suspension of Internet access;
- Revocation of Internet access priveledges;
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- Revocation of network privileges;
- Suspension of computer access;
- Revocation of computer access;
- School suspension;
- School expulsion;
- Legal action and prosecution by the appropriate authorities.

## Computer Access: In-School

**Mt. Everett:**
Computer Labs are usually open for 1 hour after the end of classes.
MERS Library Computer Lab is open Monday through Friday until 3:00.

**Undermountain:**
Check with Homework Center.