

Willamina School District Technology Use Guidelines

Technology provides powerful and exciting tools for you to use to learn more about the world. This technology is a shared resource that is used by you and by many others too. It is important to understand that your use of this powerful educational tool is a privilege. If you choose not to follow the rules, you will lose the opportunity to use this equipment. Also, committing willful damage or vandalism means you will have to pay repair or replacement charges.

Internet privileges will be granted only to individual students who learn and agree to abide to all provisions of these Guidelines. The parent/guardian of each student must also read and agree to the Guidelines.

General Use

1. All use of computers, Internet, Intranet, and other technology must be in support of education and research consistent with the mission of Willamina Public Schools.
2. The student and the student's parents/guardian assume full responsibility for all Network/Internet/Intranet use performed under the student's log-on name and password.
3. Use of the network for commercial or for-profit purposes, including product advertising, is prohibited. (An exception is granted for school-based, student operated business enterprises.)
4. Hardware or software shall not be destroyed, modified, or abused in any way. Any actions which in any way causes disruption to others is prohibited.
5. Malicious use of the system to develop programs that harass other users or infiltrate a computer or other networks and/or damage or impair the normal operation of software components of a computer or network are prohibited.
6. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyright material, threatening or obscene material or material protected by patent or other trade protection.
7. Use of the system to produce, transmit, post and/or visit or view sites or any other type of internet/intranet transmissions that contain any inappropriate language, content, pictures or other media (explicit or inferred) is prohibited.
8. Students will not plagiarize works they find on the Internet/Intranet. Plagiarism is the taking of the ideas or writings of others and presenting them as if they were original to the student(s).
9. Violation of any provision(s) of this policy may result in the loss of Internet/Intranet privileges. Students who lose their privilege may petition to reestablish their privileges after one year.

10. Any accidental or unintentional violations of the policy must be reported to the student's supervising teacher immediately.
11. All students must know and use appropriate network etiquette.

Security Issues

1. System accounts or addresses are to be used only by the authorized owner for the authorized purpose. Users may not share these with another person or leave a computer unattended or unsupervised. Students must log-off the computer before allowing anyone else to use it. When students are doing group work at a computer, the student operating the computer must be the one logged on.
2. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system.
3. The student and the student's parents are responsible for keeping the student's password confidential at all times. The student's password is never to be given to anyone for any reason. If the student suspects that his/her password is no longer confidential the student must immediately log on to the network and change the password. When changing the password a combination of letters and numbers should be used. Avoid Standard English words and names.
4. An attempt(s) to log on to the network as a system administrator, unless given those rights, or in any other manner compromise the security of the system may result in a permanent loss of privilege.
5. Communications may not be encoded/encrypted so as to avoid security review.
6. Any student identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
7. Student Internet/Intranet traffic, (including e-mail, chat, etc.) history files, will be monitored, tracked, and viewed from time to time by school personnel.

Software Issues

1. The illegal copying of copyright software to or from district computers or Internet computers is prohibited.
2. The deliberate introduction of a virus into the system will result in a permanent loss of Internet/Intranet privilege.
3. Students shall not copy files from an outside source to the network or onto individual computers without the permission of the teacher. Students may not install software on district computers/networks without first supplying the technology coordinator with the software license and securing the coordinators written permission to install the software.

E-Mail Issues

1. Students will check their e-mail frequently, delete unwanted messages promptly, and stay within their e-mail quota.

2. Students will not post chain letters or engage in “spamming”.
3. Students will not repost a message that was sent to them privately without permission of the person who sent them the message
4. Subscriptions to online services (bulletin boards, etc.) must be pre-approved by the technology coordinator and/or superintendent.

Personal Safety Issues

1. Students shall never give out personal information concerning themselves or any other person such as address, telephone number, photo/video, parent’s work address/telephone number, or the name and location of the school without permission. Nor shall they use the Internet/Intranet to solicit personal information from other persons.
2. Students shall tell their parents (or teacher) if they come across information or receive e-mail that makes them feel uncomfortable.
3. Students must never agree to get together with someone they have “met” online without first checking with their parents. If parents agree to a face to face meeting they are strongly encouraged to accompany their student to the initial meeting.
4. Students must never respond to any messages that are mean or that in any way makes them feel uncomfortable.

Access Issues

1. No student shall have unsupervised access to the Internet/Intranet without having signed and received approval in the form of a completed Individual User Release Form which will be kept on file with the technology coordinator.
2. Students must have the approval of a parent or guardian before they may be provided access for unsupervised use of the system.
3. Students must display their security clearance permit anytime they log-on to a computer or network.

Technology Use Agreement

Student Section

Name (Please Print Clearly)

School

I have read the Willamina School District Technology Use Guidelines and agree to abide by the rules set forth. I understand that violation of the rules stated may result in my suspension or in total revocation of my computer access privilege and could lead to disciplinary action as specified in the Building-level Handbooks of the Willamina School District Handbook.

Student's Signature

Date

Parent or Guardian

Access to the network will provide your student with the following services:

Electronic Mail: The ability to send and receive electronic mail to/from any other account holder.

Internet Access: The Internet is a network of servers around the world. The Internet is the communication and information superhighway. Through the Internet connection at the schools of the Willamina School District, your student will have access to thousands of information databases, libraries, universities, Gopher servers and the World Wide Web (WWW).

As a parent or legal guardian of the student signing above, I grant permission for my son/daughter to access networked computer services such as electronic mail and the Internet. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my son/daughter to follow when selecting, sharing or exploring information and media.

Parent Signature

Date

Home Address

Home Phone Number