



Student Required Use and Internet Safety Procedures for District Owned Technology

Purpose: to provide expectations for student use and outline Internet safety requirements

The student:

- Will adhere to these guidelines each time the Internet is used at home and school.
- Will make available for inspection by an administrator or teacher upon request any internet pages visited, messages or files sent or received at any Internet location.
- Understands that files stored and information accessed, downloaded or transferred on district-owned technology devices are not private.
- Will use appropriate language in all communications avoiding profanity, obscenity and offensive or inflammatory speech. Cyber Bullying such as personal attacks and/or threats on/against anyone made while using district owned technology to access the Internet or local school networks are to be reported to responsible school personnel. Rules of netiquette should be followed conducting oneself in a responsible, ethical and polite manner.
- Will follow copyright laws and should only download/import music or other files to a district owned technology that he/she is authorized or legally permitted to reproduce, or for which he/she has the copyright.
- Will never reveal identifying information, files or communications to others through email or post to the Internet.
- Will not attempt access to networks and other technologies beyond the point of authorized access. This includes attempts to use another person's account and/or password.
- Will not share passwords or attempt to discover passwords. Sharing a password could make a student liable if problems arise with the respective user ID. Disciplinary action could result.
- Will not download and/or install any programs, files, or games from the Internet or other sources onto any district owned technology. This includes the intentional introduction of computer viruses and other malicious software.
- Will not tamper with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of the computer or computer files. Damage to computers may result in criminal charges.

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- Will not attempt to override, bypass or otherwise change the Internet filtering software or other network configurations.
- Will use technology for school-related purposes while refraining from use related to commercial, political or other private purposes.
- Will not make use of materials or attempt to locate materials that are unacceptable in a school setting. This includes, but is not limited to pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials. The criteria for acceptability is demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all district owned technologies should be free at all times of any pornographic, obscene, graphically violent, or vulgar images, sounds, music, language, video or other materials (files).
- Will keep devices secure and damage free.
- **Will be responsible for damage or loss of items due to negligence.**
- Students are responsible for complying with all policies in the [CMS Board Policy IJNDB](#) and Regulation IJNDB-R.

Connection of personal devices such as iPods, smartphones, PDAs and printers is permitted but not supported by CMS technical staff.

Will back up data and other important files regularly. CMS will at times provide maintenance to devices by imaging. All files not backed up to server storage space or other storage media will be deleted during these processes. Students are ultimately responsible for backing up all personal files on their own storage media.

Students are expected to follow these guidelines:

Do not loan devices, chargers or cords.

Do not leave devices unattended.

Do not eat or drink while using the computer or have food or drinks in close proximity.

Do not place the computer on the floor or in sitting areas.

Do not leave the computer near table or desk edges.

Do not stack objects on top of your computer.

Do not leave the computer outside or use near water

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As the parent/guardian, my signature indicates I have read and understand this Required Use Policy, and **give/refuse (circle one)** permission for my child to have access to the described electronic resources.

Homeroom Teacher _____ Grade _____

Parent/Guardian (please print):

Parent/Guardian Signature:

_____ Date: _____

As the student, my signature indicates I have read and understand this Required Use Policy, and accept responsibility for abiding by the terms and conditions outlined and using these resources for educational purposes.

Student (please print):

Student ID Number:

Student Signature:

_____ Date: _____

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