

WCS STUDENT TECHNOLOGY RESOURCE ACCEPTABLE USE POLICY

PURPOSE:

Watertown Christian School provides all students access to the Internet, network resources as well as laptop computers at designated grade levels, to promote achievement and provide diverse opportunities during the educational experience. This policy provides guidelines and information about the limitations that the school imposes on use of these resources. In addition to this policy, the use of any school electronic device, including laptop computers, also requires students to abide by the WCS Technology Acceptable Use Policy's stated in the Student Handbook. Additional rules may be added as necessary and will become a part of this policy.

TERMS OF THE REQUIRED USE AND INTERNET SAFETY POLICY:

Specifically, 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 messages or files sent or received at any Internet location. Files stored and information accessed, downloaded, or transferred on school-owned technology 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, is to be reported to responsible school personnel. Rules of online etiquette 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 cause the primary user to become liable if problems arise with its use and subject to disciplinary action.
- Will not download and/or install any potentially harmful 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 device's hardware or software, engage in unauthorized entry into devices, vandalize or destroy the device/device files. Damage to devices may result in criminal charges.
 - Any damage to the device will result in a minimum charge of \$50.
- Will not draw, write, or place tape on any portable electronic device owned by WCS. A cleaning fee of \$25 will be assessed to each device with marks on it. If the marks cannot be removed, you will be responsible to pay for the repairs.
- Will not attempt to override, bypass, or otherwise change the Internet filtering software or other network configurations.
- 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 criterion for acceptability is

demonstrated in the types of material made available to students by administrators, teachers, and the school media center. Specifically, all school-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 portable electronic device secure and damage free. Follow these general guidelines:
 - Do not loan your portable electronic device or charger and cords.
 - Do not leave the portable electronic device in vehicle.
 - Do not leave your portable electronic device unattended.
 - Do not eat or drink while using the portable electronic device or have food or drinks in close proximity to the portable electronic device.
 - Do not allow pets near your portable electronic device or power adaptor.
 - Do not place the portable electronic device on floor or in sitting area such as couches or chairs.
 - Do not leave the portable electronic device near table or desk edges.
 - Do not stack objects on top of your portable electronic device.
 - Do not leave the portable electronic device outside or use near water such as a pool, lake, or bathtub.
 - Do not check the portable electronic device as luggage at the airport.
 - Do not put stickers or labels directly on any device's surface.
- You are financially responsible for the equipment issued:
 - If electronic devices or power adapter is lost or stolen, you will be expected to pay full replacement cost for the lost or stolen equipment.
 - All laptops, chargers, and carrying cases are to be returned in good working order, you and your student are to responsible to pay for any repairs needed to your assigned laptop, charger, and carrying case.
- Transporting or moving your portable electronic device
 - Students must transport portable electronic devices with care and are expected to transport in the provided carrying case for their issued device. Portable electronic device must be in a protected case while in transit to and from.
 - Laptop lids should always be closed and tightly secured when moving
 - Never move a portable electronic device by lifting from the screen. Always support a portable electronic device from the bottom.
 - Do not place anything in your carrying case that presses against the portable electronic device cover.
 - While walking through the school, portable electronic device(s) must be in provided (laptop) cases.
- Students are required to understand and comply with this policy. Failure to comply could result in disciplinary action. By signing this policy, you agree to abide by the conditions listed above and assume responsibility for the care and proper use of WCS technology
- I understand that should I fail to honor all the terms of these guidelines and the Access Use Policy, future Internet and other electronic media accessibility may be denied. Furthermore, I may be subject to disciplinary action or fees outlined in the Watertown Christian School Access Use Policy.

Student Signature _____

Parent/Guardian Signature _____

Date _____