

Skagway City School District Acceptable Computer Use Policy for Grades K-3

Student's Name:

Dear Parents;

Your child's teacher has read this document to his/her class and explained the importance of using district computer resources appropriately. We want to make you familiar with these rules as well.

Please review these rules with your child, sign and date the form, and return it to your child's teacher. If you have any questions, please ask your child's teacher.

I have read and understand this document.

_____/_____
(signature/date)

I understand that I may use computers under the direction of my teacher if I follow these rules:

I am responsible for using computers in an appropriate way. I may use computers for research, to communicate with others, and to do assignments from my teachers.

If I use someone else's networks, I just obey the rules of that network.

It's against the law to send certain things over school networks. I will not send copyrighted, threatening or obscene material over school networks.

My teachers will set rules for using school computers, and I agree to follow them. I know that the inappropriate use of our computers can break school rules and sometimes even break the law.

I will never intentionally harm or destroy computers or harm or destroy the work of another person on our school system or any other system.

When I am using school computers, I will always:

ALERT my teacher there is a problem with the computer, printer, or network.

BE POLITE: I will never send, or tell others to send, abusive messages.

USE APPROPRIATE LANGUAGE: I will never swear or use any other inappropriate language, or threaten or humiliate others.

RESPECT PRIVACY: I will not tell my home address, phone number, names or addresses of family members, or the addresses or phone numbers of other students.

AVOID DISRUPTIONS: I will not use the network in any way that would disrupt the use of the network by others.

BE HONEST: I will not send anonymous messages or represent a message to have been written by someone else. I will always sign all messages I send with my name and e-mail address.

Skagway City School-District Acceptable Computer Use Policy for District Students (Intermediate/Secondary)

Introduction

Using school computers and the Internet, you may participate in a variety of activities that support learning. With access to other networks and people around the world, you might have access to information that may not be appropriate. The Skagway City School District has taken measures to prevent access to inappropriate information. However, we cannot control all the information available on the Internet. The district is not responsible for other people's actions or the quality and content of information available through this service. We trust our students to know what is appropriate and in appropriate.

The following guidelines are intended to help you use computers appropriately. If you do not follow our use policies listed here, your privilege of using computers may be withdrawn as outlined in **Policy #5144.1**

User Agreement

The use of school and district computers and networks must be in support of education, research, and the educational goals and objectives of the Skagway City School District. You are personally responsible for this provision at all times when using district computers.

The use of another organization's networks or computing resources must comply with rules appropriate to that network; transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene materials, or material protected by trade secret. District computers, e-mail addresses, or web pages may not be used for commercial, non-profit, political, or religious purposes. Students should never download or install any commercial software, shareware, mp3 or music files, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

If you have any questions about these rules, please ask your teacher so you can understand. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

ALERT my teacher is there is a problem with the computer, printer, or network.

BE POLITE Never send, or encourage others to send, abusive messages.

USE APPROPRIATE LANGUAGE: You are a representative of your school and your district on a public system. Never swear, use vulgarities, or any other inappropriate language.

PRIVACY: Do not reveal your home address, phone number, names or addresses of family members, passwords, or the addresses or phone numbers of other students or colleagues.

DISRUPTIONS: Do not use the network in any way that would disrupt the use of the network by others.

REPRESENTATION: Do not send anonymous messages or represent a message to have been written by another. All correspondence should be clearly identifiable as to its originator.

Security

If you identify a security problem with district computers, notify the system administrator at once. Never demonstrate the problem to other users. Never use another individual's account. Never tell anyone else your password. Any user identified as a security risk will be denied access to the network and may be liable for disciplinary action or prosecution.

Misuse

Misuse is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, to harm or destroy data of another user or any other agencies or networks that are connected to the system, to gain access or attempt to gain access to unauthorized systems, or to access inappropriate materials from school computers. **Any misuse will result in loss of computer privileges, disciplinary action, or possible legal referral as outlined in policy #5144.1**

Student's Name: (please print) _____

I have read the policy and agree to use district computers appropriately.

_____/_____ (Student Signature/date)

_____/_____ (Parent Signature/date)

Skagway City School District Student E-Mail Permission Form

Student: _____ Current Grade _____

School _____ Home Phone _____

Dear Parent/Guardian:

Your child’s class will participate in a variety of projects this year that will involve the use of electronic mail (e-mail) for communication and/or research. To participate in these projects, your child will benefit from having an individual e-mail account.

Our district does not provide individual or class accounts for students. Many students already have individual accounts of their own that may be used in school.

There is no expense associated with having an e-mail account and no need for you to have an Internet access account at home in order for your child to participate in using e-mail at school.

Teachers will monitor your child’s use of e-mail at school. **If you have Internet access at home, you will need to be responsible for allowing, restricting, or monitoring your child’s e-mail use at home.**

Please sign and return this form to your child’s teacher as soon as possible indicating your choice in this matter. If you have any questions or concerns, please contact your child’s teacher. If you would like more information about free e-mail services, see <http://www.thefreesite.com/email.htm>.

Parent Permission

_____ My child already has an e-mail account from home.

Address: _____ @ _____

_____ My child may sign up for an individual e-mail account as described above.

_____ I do not want my child to have an individual e-mail account.

Parent/Guardian Signature: _____ Date: _____

Instruction

E 6161.4(e)

Student Agreement (E-mail)

I have read the SKAGWAY CITY SCHOOL DISTRICT ACCEPTABLE COMPUTER USE POLICY and agree to abide by the provisions. I understand that violation of the provisions stated in the policy may constitute suspension or revocation of computer access and related privileges, or possible legal actions.

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Sponsoring School

I agree to sponsor the above person and to supervise his/her responsible use of computers as defined by the SKAGWAY CITY SCHOOL DISTRICT ACCEPTABLE COMPUTER USE POLICY.

Teacher Signature: _____ Date: _____

Instruction

E 6161.4(f)

Skagway City School District Acceptable Computer Use Policy for District Staff

Name _____

Acceptance

I have read the Skagway City School District Acceptable Computer Use Policy for District Staff (below). I agree to use school computers in an appropriate manner, and to take responsibility for supervising students using the computers.

_____/_____
(signature/date)

User Agreement

The use of district computers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district administration will decide what is appropriate and their decision is final.

The use of district computers must be in support of education, research, personal and professional development. Staff members are personally responsible for this provision at all times when using district computers.

The use of another organization’s networks or computing resources must comply with rules appropriate to that network; transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. District computers, e-mail addresses, or web pages may not be used for commercial, non-profit, political, or religious purposes. Students may not use the Internet unsupervised. By signing this document you are agreeing to take responsibility for supervising students at your location. Staff members must be familiar with and enforce appropriate use rules with students.

If you have any questions about these rules, please contact Network Services. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited:

ALERT technology teacher if you have any problems with computer, printer, or network.

BE POLITE: Never send, or encourage others to send, abusive message.

USE APPROPRIATE LANGUAGE: You are a representative of your school and your district on a public system. Never swear, use vulgarities, or any other inappropriate language.

PRIVACY: Do not reveal the addresses or phone numbers of students or colleagues without written permission.

DISRUPTIONS: Do not use the network in any way that would disrupt the use of the network by others.

REPRESENTATION: Do not originate anonymous messages or represent a message to have been authored by another. All correspondence should be clearly identifiable as to its originator.

Security

If you identify a security problem with district computers, notify Network Services at once. Never demonstrate the problem to other users. Never use another individual's account. Never tell anyone your password. Any user identified as a security risk will be denied access to computers and may be liable for disciplinary action or prosecution.

Misuse

Misuse is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, to harm or destroy data of another user or any other agencies or networks that are connected to the system, to gain access or attempt to gain access to unauthorized systems, or to access inappropriate materials from school computers. Any misuse will result in loss of computer privileges, disciplinary action, or possible legal referral.

Skagway City School District Acceptable Computer Use Policy for Non-Staff

Name _____

Acceptance

I have read the Skagway City School District Acceptable Computer Use Policy for Non-staff (below). I agree to use district computers in an appropriate manner, and to take responsibility for supervising child(ren) using the computers.

_____/_____
(signature/date)

User Agreement

The use of district computers is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The district administration will decide what is appropriate and their decision is final.

The use of district computers must be in support of education, research, personal and professional development. Parents and visitors are personally responsible for this provision at all times when using district computers.

The use of another organization’s networks or computing resources must comply with rules appropriate to that network. Transmission of any material in violation of any United States statutes is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. District computers, e-mail addresses, or web pages may not be used for commercial, non-profit, political, or religious purposes. Students may not use the Internet unsupervised. By signing this document you are agreeing to take responsibility for supervising your child(ren)at your location. Parents and visitors must be familiar with and enforce appropriate use rules with students.

If you have any questions about these rules, please contact your child(ren)’s teachers. Be aware that the inappropriate use of electronic information resources can be a violation of school rules, local, state, and federal laws and that you can be prosecuted for violating those laws.

Network Etiquette and Privacy

You are expected to abide by the generally accepted rules of network etiquette. These rules include but are not limited to:

ALERT the technology teacher if you have any problems with a computer, printer, or network.

BE POLITE; Never send, or encourage others to send, abusive messages.

Instruction

E 6161.4(i)

USE APPROPRIATE LANGUAGE: You are a model for your child(ren) on a public system. Never swear, use vulgarities, or any other in appropriate language.

PRIVACY: Do not reveal the addresses or phone numbers of friends or colleagues without written permission.

DISRUPTIONS: Do not use the network in any way that would disrupt the use of the network by others.

REPRESENTATION: Do not originate anonymous messages or represent a message to have been authored by another. All correspondence should be clearly identifiable as to its originator.

Security

If you identify a security problem with district computers, notify your child(ren)'s teachers at once. Never demonstrate the problem to other users. Never use another individual's account. Never tell anyone your password. Any user identified as a security risk will be denied access to computers and may be liable for disciplinary action or prosecution.

Misuse

Misuse is defined as any malicious attempt to physically deface, disable, or destroy computers, peripherals, or other network hardware, to harm or destroy data of another user or any other agencies or networks that are connected to the system, to gain access or attempt to gain access to unauthorized systems, or to access inappropriate materials from school computers. Any misuse will result in loss of computer privileges, disciplinary action, or possible legal referral.