

IMLAY CITY SCHOOLS
STUDENT COMPUTER WORKSTATION, NETWORK AND INTERNET
AGREEMENT

The use of the district's computer network and the internet is a privilege being extended to staff, students, and community members. The following rules and guidelines will apply to all individuals using school district computers.

Internet Rules

The district reserves the right to amend these basic rules and guidelines on a regular, or as-needed, basis. The following rules and guidelines apply:

1. Access only those places on the internet, which are intended to be used for appropriate information retrieval, correspondence, and communication. Appropriate is defined as morally correct, free of antisocial behaviors, pornography, and any form of abusive or obscene behavior.
2. Follow the copyright laws dictated by current governmental regulations. Many things found on the internet are public domain.
3. Visiting internet sites that may charge for services, software, literature, or other products is against school policy and is not allowed.
4. Altering or defacing the district's web pages in any way will subject one to disciplinary action.
5. Downloading of unapproved files, programs, or applications is not allowed. Any downloading requires approval of the lab supervisor/teacher who will check for acceptability, legality, and lack of possible virus.
6. In the case of accidental involvement with a questionable site or situation, consult the lab supervisor/teacher.
7. Representing oneself as another person on the internet is not allowed.
8. Personal profit gain by using the district's system is not allowed. It is possible to create advertisements for local businesses with permission of the lab supervisor/teacher.
9. Follow all outlined federal, state, and local laws pertaining to the Internet.

Computer Workstation and Network Rules

It is the sole intent of school district policy to provide and maintain the finest equipment and technology available to benefit students, staff, and community members. To maintain this standard and preserve equipment, the following rules apply:

1. Treat all equipment as required by the lab supervisor/teacher.
2. Authorization by the system administrator is required for access to the Control Panel or the Command Prompt.
3. Run only those programs you know how to operate; get help with any others. Do not make alterations to the system. This is the job of the system administrator.
4. Login or falsification as another user is not allowed. The security system protects the records and software of the district from unauthorized use. Do not share your password or account information with others.
5. Do not open, alter, or erase work files that do not belong to you. **Do not alter or view files which are not yours.**
6. Make sure all computers and related lab equipment are attached to surge protection strips.
7. Always store your files in **two places**.

Consequences of Breaking the Rules

Rules, as listed in the student handbook, apply. In addition, failure to comply with the computer and Internet rules and guidelines may result in loss of computer and/or Internet privileges.

Reinstating Privileges

The guidelines outlined by the school administration will be used to reinstate Internet, computer workstation, and network privileges.

Detach and Return to Your Teacher

Please Print Neatly:

Student Name: _____ Grade: _____

Parent Name: _____

Do you already have an e-mail address through the school? ___ Yes ___ No

If Yes, what is the e-mail address? _____

√ or X the appropriate box to designate **YES** or **NO**.

(All 3 categories must be designated either “Yes” or “No”)

I have received, read, and understand the Imlay City School District Computer Workstation/Network/Internet policies and rules.

I understand the school policy and give my son/daughter permission to use the Internet.

I also give the Imlay City School District permission to use my child’s name, picture and original work on the District’s web site. At no time will home address, e-mail address or phone number be published on the school district’s web site.

(Student Signature)

(Date)

(Parent Signature)

(Date)

NOTE: The choices made above will remain in effect for the duration of the student’s attendance at Imlay City High School unless a replacement form is signed and submitted to the High School office.

GOOGLE APPS WITH EMAIL ACCEPTABLE USE AND PARENT PERMISSION

Imlay City Schools will be using Google Apps for Educational purposes on an internet domain purchased and owned by the school and intended for education use. These apps are property of Imlay City Schools and are subject to audit and monitoring. Your child's teachers will be able to use the Imlay City Schools K-12 Apps for Education for lessons, assignments and communication.

The apps are also available at home, the library, or anywhere with Internet access. The student email is filtered to protect from harmful content from inappropriate sites. Google advertising is turned off for Apps for Education users. No personal student information is collected for commercial purposes. The school use of student information is solely for education purposes.

Students and faculty should use the email in a responsible, efficient, ethical and legal manner in accordance with the mission of the school. Use of Imlay City Schools K-12 Apps for Education that is inconsistent with these policies may result in loss of access as well as other disciplinary or legal action.

Student Name: _____

Grade: _____

Parent/Guardian Name: _____

_____ I give permission for my child to use Imlay City Schools K-12 Apps for Education. By doing so, I agree to enforce acceptable use when my child is off District Property.

_____ I do not give permission for my child to use Imlay City Schools K-12 Apps for Education. By not agreeing, I am aware that my child may not have access to certain technological resources such as email and shared collaboration tools.

Parent Signature: _____

Date: _____