

# 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.
5. Do not open, alter, or erase work files that do not belong to you. Due to the need to move large files a share directory has been established on both the student and administrative servers. **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**. The student share is for temporary storage only.

### **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 a 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.

*Fill out the Form below and Return it to the Middle School Office*

#### **Please Print Neatly:**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_

**I have received, read, and understand the Imlay City Schools Computer Workstation, Network, and Internet Agreement.**

\_\_\_\_\_  
(Student Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

**I understand the agreement and give my son/daughter permission to use the internet.**

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)

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

\_\_\_\_\_  
(Parent Signature)

\_\_\_\_\_  
(Date)