

Acceptable Use Procedure for Computers, Network and Technology

ConVal High School – Region 14 Applied Technology Center

Student/Parent Agreement Form **Student Name** _____ **Year of Graduation** _____

Use of the technology resources of the school is a privilege, not a right. Violations of the rules described below will be dealt with seriously. Violators will lose computer privileges and may also be disciplined according to the CVHS Student Code of Conduct. Periods of suspension of privileges depend upon the severity of the infraction and Law Enforcement agencies will be contacted when a criminal violation occurs (see RSAs 638:16-18 and 649-B).

I AGREE TO ABIDE BY THE FOLLOWING RULES FOR ALL COMPUTER, NETWORK OR TECHNOLOGY USE WHILE ATTENDING CONVAL HIGH SCHOOL OR THE REGION 14 APPLIED TECHNOLOGY CENTER:

I. I recognize that all computer users have the same rights to use the equipment; therefore:

- A. I will not waste resources such as paper, printer toner, diskettes, etc., that are provided by the school.
- B. I will not use any unauthorized disks, CDs, flash drives or other storage devices on the school's computers or the school's network.
- C. I will not use any personal computers or other devices to access the school's network without the specific permission of the school's network administrator.
- D. I will not alter settings, damage, destroy, or disrupt school equipment.
- E. I will not download or install any software or executable file.
- F. I will not attempt to bypass the security built into the system and I recognize that doing so will result in immediate cancellation of my privileges.
- G. I will not interfere with or disrupt network users, services or equipment by:
 - distributing unsolicited advertising,
 - propagating computer viruses,
 - using a network to make unauthorized entry to any other machine accessible via a network.

II. I recognize that software and online information are protected by copyright laws; therefore:

- A. I will not copy software found on school computers in any form.
- B. I will not give, lend, or sell copies of software without the written permission of the copyright owner.
- C. I will not plagiarize information received through the school's network.

III. I recognize that the work of all users is their valuable property; therefore:

- A. I will not share my password or account information with anyone.
- B. I will not use another user's password or log on the network with another user's ID.
- C. I will not copy, change, read, or use other users' files or accounts.

V. I recognize that the technology resources of the school are to be used as educational tools to support the mission of ConVal High School and the Region 14 Applied Technology Center; therefore:

- A. I will limit my use of technology in school to the educational objectives established by my teachers or to teacher-approved and -supervised self discovery.
- B. I will not intentionally or repeatedly access, download, or transmit any materials in violation of any U.S. or state regulations, including threatening or obscene material or material protected by trade secret.
- C. I will not use computer systems to disturb, harass or bully other computer users.
- D. I will not send unwanted mail, or post anonymous messages or personal communications without the author's consent.
- E. I will follow the rules on network etiquette, which include the use of appropriate language and polite responses.
- F. I will not use abusive language of any type, including swearing and name-calling.
- G. I will not retrieve or send unethical, illegal, immoral, inappropriate or unacceptable information of any type.
- H. I will not use the network access provided by ConVal High School for illegal purposes of any kind.
- I. I will not use the network for commercial activities, product advertisement, or political lobbying.
- J. I will not share or post any personal information (address, picture, telephone number, etc.) across any network.
- K. I will not play games or enter chat rooms, unless assigned by a teacher as part of course work.
- L. I will access email, unrelated to course work, ONLY during designated times and only on approved email accounts. I understand that email is NOT private and all communications are subject to review by school staff.

Consequences: First violation: Loss of privileges for 1-3 school days
Second violation: Loss of privileges for 5-10 school days
Third violation: Loss of privileges for up to 90 school days
Further violations may result in permanent loss of privileges

STUDENT

I, the undersigned, understand my responsibility as a user of the school's computers, network and technology. I have read the above rules and realize that any infraction will cancel my user privileges and may result in further disciplinary action, including suspension from school or criminal prosecution. I will assume responsibility for any costs or damages caused by the way I choose to use my access to the school's technology resources.

I undersigned, have read and understand the foregoing provisions of the ConVal High School and Region 14 Applied Technology Center Acceptable Use Procedure.

I agree to abide by said provisions, observe proper etiquette and rules for on-line safety, and accept the consequences if I violate any of these rules.

Student Name (Please print): _____ **Year of Graduation** _____

Student Signature: _____ **Date:** ____/____/____

USER NAME AND PASSWORD

User Name: All accounts will be created using the following protocol: [last name][initial of first name]
Example: User name for **Fred Jones** is **jonesf**; user name for **Betty Smith** is **smithb**.

Password: 1) Your password must be **at least six characters long and must contain at least one number or symbol.**
2) Select a password that only you will know. 3) Do not use obvious choices such as your name, girlfriend/boyfriend, the kind of car you drive, etc. 4) Do not share your password with anyone! 5) Passwords that do not meet these criteria will be rejected.

Password: _____ **Confirm Password:** _____
(lower case – print legibly!)

PARENT OR GUARDIAN

I, the parent/guardian of the above named student, have read, understand, and discussed with my son/daughter the foregoing provisions for computer, network and technology use as detailed in the ConVal High School and Region 14 Applied Technology Center Acceptable Use Procedure.

I understand that this access is primarily for educational purposes and that it is the responsibility of my child to restrict his/her use to assigned classroom projects or to teacher-approved and -supervised self discovery. I understand that the teacher cannot be held responsible for intentional infractions of the above rules by my son/daughter. I understand that the school cannot be held responsible for my child's use of technology in a setting other than school. I understand that violations will cancel user privileges and may result in further disciplinary action, including suspension from school or criminal prosecution. I further understand that the school will seek monetary restitution for damage to the school's computers, network and technology caused by my son/daughter.

I hereby give my permission for my child to use the computers, network and technology of ConVal High School and the Region 14 Applied Technology Center.

Parent/Guardian Name (Please print): _____

Parent/Guardian Signature: _____ **Date:** / /

FOR OFFICE USE ONLY

Received – Date: ____/____/____ Account Created – Date: ____/____/____ Initials: _____