

Technology Guidelines

Computer use at Maplewood Career Center is encouraged and made available to students for educational purposes. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards, while exchanging messages with people throughout the world. Access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, child pornography or harmful to minors. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet. To gain access to email and the Internet, a student must have parental permission.

In order for Maplewood Career Center to be able to continue to make its computer network and Internet access available, all students must take responsibility for the appropriate and lawful use of this access. Students must observe the following guidelines. It is presumed that users will comply with District standards and will honor the agreements they have signed. Failure to do so will result in negative consequences and may result in the loss of use of computer technology.

Equipment & Software

1. **The school retains the ownership** of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created, stored, or used on school owned computers. The school also reserves the right to inspect any file on a student's personal lap top should the student bring it onto school grounds. Users should not expect that files stored or email on District servers would always be private.
2. **Password security** is the student's responsibility.
3. **District resources** are intended for the exclusive use of their registered users. Use of an account by someone other than the registered user is forbidden and may be grounds for loss of access. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility
4. No student will establish or attempt to establish computer contact into a school district's restricted computer network or any other unauthorized database.

District Internet and E-mail Rules

1. Use of all telecommunications is restricted to school related projects and must be supervised by the teacher or network administrator. Internet users must complete a Technology Consent Agreement, which must be approved before using the Internet. Students violating the Agreement may forfeit the privilege to access the Internet.
2. Students who inadvertently visit an unassigned / unauthorized web site must immediately report the incident to an instructor. Failure to report an unassigned / unauthorized web site visit may be considered a violation of the Internet Agreement.



Technology Consent Agreement

TECHNOLOGY CONSENT AGREEMENT

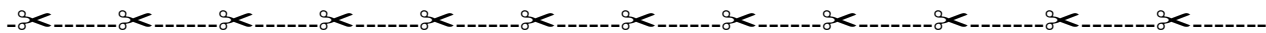
As outlined in Board policy and procedures on student rights and responsibilities, copies of which are available in the school offices, students **shall not**:

- copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a virus to any school program
- use or alter another person's password, files, folders, directories, or documents
- violate copyright laws
- modify or tamper with computer and/or printer settings
- use non-school software and diskettes until checked for viruses and approved for use by a network administrator
- use third party email services
- send via email or displaying offensive messages or pictures
- use obscene language, harassing, insulting or attacking others via email
- damage computers, computer systems or computer networks
- employ the network for commercial purposes
- bypass network security and filters
- download, install, and/or access games, movies, music, and software without permission
- use chat rooms, instant messenger services (AOL, Yahoo, etc.), or Windows Chat
- print Internet pages without permission from instructors
- use unapproved media, including compact discs, floppies, DVD's, and/or any other storage media



Violations may result in a loss of access as well as other disciplinary or legal action including detentions, ALC and parent contact. The use of the network is a privilege, which may be revoked by the District at any time and for any reason. The District reserves the right to remove files and limit or deny access.

In consideration for the privileges of using the District and/or network resources, and in consideration for having access to the information contained on the network or by the network, I hereby release the District, network, and their operators, teachers, and administrators from any and all claims of any nature rising from my use, or inability to use the District and/or network resources.



I agree to abide by such rules and regulations of system usage, as may be further added from time to time by the District. These rules will be available in hard copy form in the main office.

As the parent or legal guardian of the minor student signing above, I grant permission for him/her to access network computer services such as electronic mail and the Internet. I will indemnify the District for any and all fees, expenses, or damage incurred as a result of my child's use or misuse of the network or equipment.

Print Student Name _____

Program/Grade _____

Student Signature _____

Date _____

Home School _____

Parent Signature _____

Date _____