

POLICY AND GUIDELINES FOR USE OF COMPUTING AND NETWORK RESOURCES

The Chandler Public Schools computing and network resources are intended to support the District's educational mission. All members of the faculty, staff, and student body who use campus computing and network resources are responsible for the integrity of these resources. School computing and network resources are to be used in a manner that is consistent with the instructional, research, and administrative objectives of the school, including use for study, instruction, research, the discharge of official school business, and other school-sanctioned activities.

Any use of school computer and network resources that is inconsistent with these purposes is considered inappropriate use and may jeopardize further authorization for use and may result in termination of access, disciplinary review, expulsion, termination of employment, or other disciplinary action.

Use of the school computing and network resources is limited to members of the Chandler School faculty, staff, and student body who have successfully completed an application for network access. Users of these resources are expected to act responsibly to maintain the integrity of school computer and network resources. Generally, responsible use means respecting the integrity of the system and the rights of others, including intellectual property rights. This document provides more specific guidelines for the use of computing and network resources. The Chandler Public Schools reserves the right to restrict access to computer and network resources for those who fail to adhere to the guidelines that appear below.

Cyber Bullying- Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through e-mail, IM (instant messaging), or text messages.
- Creating a Web site on Facebook (or other social-networking) account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the Web
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It shall be the policy of Chandler Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school for the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Guidelines

1. Respect the privacy of others: do not seek information on, obtain copies of, or modify files, tapes, or passwords belonging to others.
2. Respect the rights of others: comply with all School policies regarding sexual, racial, and other forms of harassment. Do not engage in any behavior that violates any School policy.

3. Respect the legal protection provided by copyright and licensing of programs, data, and other sources of information: do not distribute or make copies of software without the permission of the copyright holder. Do not place illegally obtained software on computers or networks.
4. Students shall not load software on computers without express permission of the administration.
5. Respect the intended usage of computing resources: use only the user account assigned to you and for the purposes specified. Do not access other accounts, passwords, data, or processes. Do not share your password with others; you will be held responsible for all use of your user account. Regularly changing your password is a good idea to maintain the security of your account in case others learn your password. If you believe your account has been compromised, you should change your password immediately. To change your password log on through your account then press the “control, alt, and delete” keys. Select “Change Password” option. Type your old password in the correct space then the new password on the two required spaces. Your password is then changed to the new password.
6. Respect the intended usage of systems for electronic information exchange, including the World Wide Web, electronic mail, Usenet News: do not send forged electronic mail; do not broadcast non-critical or non-School business-related electronic mail messages or electronic chain letters over the campus network; do not use School computing and network resources to promote commercial activity or for profit-making purposes or unsanctioned non-School activities.
7. Respect the integrity of the network; do not use any programs, transactions, data or processes that infiltrate a system or damage or alter the software or data components of a system. Do not alter any system or network software. Do not attempt to crash systems or networks. Do not introduce viruses into systems. Do not install or modify programs on any School-owned hardware without explicit authorization from the appropriate service provider. Do delete old electronic mail promptly. Do remove only your own unused files.
8. Respect the need for network security. **You must log off after use of your account. If you fail to log off, others can use your account and you may be held responsible.**
9. Any use of the network to facilitate illegal activity is prohibited.
10. Any use of the network for commercial or for profit purposes is prohibited. Students are not to make purchases on line.
11. Any use of the network for product advertisement is prohibited.
12. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
13. Malicious use of the network to develop programs that harass other users or infiltrate a computer system and/or damage the software components of a computer or computing system is prohibited.
14. Hate mail, harassment, discriminatory remarks, flaming, spamming and other antisocial behaviors are prohibited.

15. Use of the network to access the obscene, objectionable or pornographic material is prohibited.
16. Use of the network to transmit material likely to be offensive or objectionable to recipients is prohibited.
17. Students should not use their full names, or give out their home phone number, home address, or school name. (We recommend that you do not give social security numbers, bank account numbers, or credit card numbers.)
18. Do not open E-mail from sources you are not familiar with. Delete these files before opening them.
19. No student shall download software or information from the Internet without the permission of the instructor. If the teacher does not feel comfortable with the student downloading the information/software, the student will await the decision of the technology facilitator regarding the downloading of this particular software.
20. Access to these technologies is a privilege, NOT a right.

Chandler Public Schools reserves the right to remove a user from the network to prevent further unauthorized activity.

Chandler Public Schools reserves the right to log Internet use and to monitor file server space utilization by users while respecting user accounts.

Consequences for individuals violating the above policy will be as prescribed in this policy, the Student Handbook, and School Board Policy.

Instruction for logging on to computers and network.

All computer workstations use Windows NT 4.0. A user account is required to log on to the workstation and the network.

After applying for and receiving a user account, turn on the workstation. You will be instructed to simultaneously press the “control, alt, and delete keys” to log on. A window requesting your user name, password, and domain name will appear. Enter your account information correctly in the appropriate upper or lower case (capitalized or non-caps).

You will have access to software and network resources including the Internet using MS Internet Explorer as the web browser.

When you are finished using the workstation you must log off or others will be able to use your account for which you are responsible. Simultaneously press “control, alt, delete”. Select the log off option. You are finished until your next log on.

USER APPLICATION PORTION OF DOCUMENT
Return this page to the principal's office
Please print

User's Full Name: _____

User's Parent's Name: _____

Home Phone: _____ Work Phone: _____

I am a(n) Administrator: _____ Staff Member: _____ Teacher: _____ Student: _____

I understand and will abide by the Terms and Conditions for computing and network resources access. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken. I also realize it is impossible to eliminate all access to controversial materials and I will not hold Chandler Public Schools responsible for materials acquired or sent via the Internet.

User Signature: _____ Date ____/____/____.

PARENT OR GUARDIAN (If the applicant is under the age of 18, a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Terms and Conditions for Internet access. I understand that this access is designed for educational purposes and that the DISTRICT has taken available precautions to eliminate controversial material. However, I also recognize it is impossible for the DISTRICT to restrict access to all controversial materials, and I will not hold the DISTRICT responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to grant access for my child and certify that the information contained on this form is correct.

Parent or Guardian (please print): _____

Signature: _____ Date: ____/____/____

For office use only:

User Name: _____ Password: _____ Domain: _____

For office use only. Detach this portion and return to network user.

User Name: _____ Password: _____ Domain: _____

This password is a temporary password. You should change your password the first time you log on.

Instructions for changing your password can be found on page 1 item 4.