



Student Technology Responsible Use Guidelines

Printed Student Name: _____

The primary goal of the South Harrison Community School Corporation (SHCSC) 1:1 computer initiative is to enhance the educational opportunities for students and to provide a technology-rich environment in which students can learn. This document outlines the responsibilities of the parents and students so that both are aware of the responsibilities they must accept when given the privilege of using these computers and accessing the Internet. Students must agree to and abide by all school rules outlined in the Student Handbook and Acceptable Use Policy. It is the student's responsibility to take care of his/her computer.

Item	Guidelines	Student Initial	Parent Initial
A.	If a computer is lost or stolen, it is the responsibility of the student/parent to pay the replacement cost. Computers should not be left in unlocked or unsupervised areas at any time. If the computer is left unattended in a locker room, cafeteria, or any other similar area outside of the student's possession, it is still the responsibility of the student/parent.		
B.	Damages (non-manufacturer issues) will be sent to repair to be assessed and student/parent will be responsible for the cost of the repair. No student will be re-issued their laptop or a loaner laptop without having fulfilled the appropriate repair amount.		
C.	Any student responsible of damaging another student's laptop will be accountable for all repair costs and disciplinary measures will follow those outlined for vandalism within the student handbook.		
D.	The equipment, software, and network resources provided through SHCSC are and will remain the property of SHCSC. Such resources are not private property and may be monitored at any time by designated staff. Students shall comply with all policies and procedures or they may be denied access. The administration, faculty, and staff may request that the technology staff to deny, revoke, or suspend specific user accounts.		
E.	All student network accounts, including email, are not private and will be subject to routine monitoring. These files may also be used as necessary to support disciplinary decisions. All computers are subject to inspection at any time without notice.		
F.	Vandalism and/or harassment will result in the cancellation of privileges, and appropriate action will be taken. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware.		
G.	Harassment is defined as the persistent annoyance of another user or the interference in another student's work. This includes, but is not limited to, the sending of unwanted e-mails, mass e-mails, and using e-mails or other technology to generate unwanted attention.		
H.	All computers are the property of SHCSC and must be returned with their chargers upon graduation or a student's exit from school. Students should not remove any elements of identification from their device or charger.		
I.	Any defacing of the computer is prohibited, including but not limited to applying stickers, applying ink/paint or any decorative items added to any of the assigned equipment (batteries, cords, and chargers).		
J.	Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with SHCSC policies found in this document and the student handbook. Violations of law may result in criminal prosecution, as well as disciplinary action by SHCSC. Restitution costs may be pursued.		



Prohibited Computer and Network Usage Guidelines

Students will not:

- access, send, create, upload, download, or distribute pornographic, obscene or sexually explicit material and/or language
- utilize email for distribution or solicitation of any materials, either individually or collectively
- vandalize, damage, or disable the property of another individual, the school, or any organization
- access, change, read, or use another individuals' materials, information, or files, or to modify operating system files or computer equipment
- violate copyright laws or otherwise use the intellectual property of another individual or organization as applicable to software and protected material laws
- install or run personal software on SHCSC computers or servers. (Software installed on computers owned by SHCSC must be licensed and aligned to the Corporation's educational vision.) Any unauthorized software will be erased from the computer identified
- configure wireless devices on their own
- participate in gambling or on-line gaming activity
- download or transmit multi-player game, music, or video files using the school network
- attempt to remotely connect to any servers or network infrastructure devices
- put passwords on screensavers, hard drives, or BIOS
- attempt to change the configuration of their computer or alter the files of another user

The student and parent(s)/guardian(s) must sign this document acknowledging understanding of and agreement to the terms of the Student Technology Responsible Use & Prohibited Computer and Network Usage Guidelines. A signed consent form is valid for the entirety of a student's enrollment in the school, and maintains validity for a transferred student upon his or her re-enrollment. SHCSC reserves the right to amend this policy as needed.

Student Printed Name

Student Signature

Date

Parent Printed Name

Parent Signature

Date