



## Student Acceptable Use Agreement

Computers are used to support learning and to enhance instruction. Online email and networks allow people to interact more effectively with each other. Having personal email enables students to communicate with teachers and efficiently save and access files from different computers. With access to other networks and computers around the world, it is possible to gain access to information, which may not be appropriate. Users and parents of users must understand that neither Walbridge School nor any Walbridge Staff member controls the content of the information available on these other systems. It is the general policy that all computers and email used through the Walbridge School network are to be used in a responsible, appropriate, efficient, ethical and legal manner. Failure to adhere to the policy and the guidelines for the use of our computers and network, as described below, will result in the immediate revocation of access privileges, as well as possible disciplinary action, restitution, and/or referral to law enforcement authorities.

### GENERAL USE PROHIBITIONS / GUIDELINES / ETIQUETTE

Operation of the network/system relies upon the proper conduct and appropriate use of network/system users. Students granted email and computer Internet access are responsible for adhering to the following prohibitions and guidelines, which involve the legal, ethical and efficient utilization of the school's technology and email system.

#### 1. The following conduct is strictly prohibited:

- Attempts to use the computers and/or system for any activity unrelated to school work assigned by a member of the Walbridge School staff.
- Any forms of social networking through Gmail or on the Internet are prohibited.
- Attempts to upload, download, use, reproduce or distribute information, data or software in violation of copyright laws or applicable provisions of use or license agreements.
- Attempts to degrade, disrupt or vandalize equipment, software, materials or data or those of any other user.
- Attempts to send, intentionally access or download any file, photo, or information or engage in any communication that includes material which may be interpreted as inappropriate.

#### 2. Guidelines/Etiquette

- System users will:
  - Adhere to the same standards for communicating on-line that are expected in the school and consistent with Walbridge guidelines
  - Respect other people's time and cyberspace. Use of real-time conference features such as talk/chat/Internet relay chat (such as Google Plus) are prohibited by classroom teachers
  - Respect the privacy of others. You may not read the mail or files of others without the teacher's knowledge and obtaining the owner's permission beforehand
  - **Always protect password confidentiality**
  - **Never share passwords or personal information on the Internet**
  - Report security problems to a supervising adult immediately

### 3. Student Photography

- Students are not allowed to take photos of other students or staff with their own personal technology.

### 4. Cell Phones

- Students are not allowed to be using cell phones throughout the school day including the After-Care Program.
- They may have them with their personal items for after the school day, however, if they are found using them during the school day they will be confiscated by staff and may or may not be returned that same day.
- Cell phones will only be returned to parents/guardians.

### COMPUTER MONITORING

- All information and files contained on a school computer or through the school network are owned by Walbridge School. School staff has the right to monitor such information.
- THERE IS NO RIGHT OR EXPECTATION OF PRIVACY FOR STUDENTS ON ANY COMPUTER OR GMAIL ACCOUNT USED AT WALBRIDGE SCHOOL.
- Walbridge School may give to law enforcement officials or parents any information that constitutes potential evidence of policy violations. The user understands that such information may result in criminal proceedings or administrative actions against the user.

### VIOLATIONS/CONSEQUENCES

- Students who violate these guidelines shall be subject to disciplinary action and consequences that could include suspension, expulsion and/or revocation of computer/network access for a specified period of time including a possible permanent loss of privileges.

### DAMAGE TO SCHOOL ELECTRONICS

- If electronic property, such as a Chromebook, is damaged due to carelessness or mishandling, by a student, the parents/guardians of the student will be contacted to resolve the situation. This may result in the family being held financially responsible for the replacement value of the damaged property.

I understand and agree to adhere to the Walbridge School Acceptable Use Policy:

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

Student's signature \_\_\_\_\_

Date \_\_\_\_\_