



MRH School District Classroom Use Expectations

Classroom Expectations

1. I agree to use my computer and printer only with permission from my teacher.
2. I agree to use my computer as a tool of learning. Use of the computer to send e-mail, instant messaging, chatting, downloading music, games and videos are allowed only with permission from my teachers.
3. I agree to tell my teacher immediately when I come across information that makes me uncomfortable or is inappropriate, and I will stay on websites that are on topic.
4. I agree that additions, modifications, deletion, or sharing of files (including web browser history) is not allowed, except by teacher direction.

General Use and Care of the Laptop

1. I agree that my laptop will be used on a stable surface.
2. I agree to use my laptop away from any food, drink or extreme temperature.
3. I agree that I will always transport my computer in my computer bag.
4. I agree that my computer will be in my possession or located in a secure location chosen by my teacher.
5. I agree to keep my computer clean and free of any markings, stickers, carvings, or magnets.
6. I agree to put only the following computer related items in my computer bag. (laptop, charger and cord adapter, memory storage devices)
7. I agree to the terms and conditions listed above. Failure to comply could result in loss of computer privileges, discipline, or legal action.



MRH School District Computer Use Guidelines

Music

- Students may use music if it meets the guidelines set forth by the board of education. *(EHB-R)*

Chatting

- No instant messaging while at school, unless authorized by teacher.

E-Mail

- Students will use district provided email for educational use.
- No personal e-mail use by students while at school, unless authorized by teacher. *(EHB-R)*

Software

- Students may not install software, unless authorized by teacher.
- All software will be issued/distributed by the tech department. Any requests for software must be approved by technology department/administration.

In-School Storage

- Students should use their lockers (not athletic lockers) to store their computers when not needed. *(Lunch, PE, Field Trips, Practices, Games, etc.)*

Repairs

- Students will check in broken computers to the technology department.
- Computers will be returned to the student when repairs are complete.
- If the computer shows signs of damage related to misuse or abuse, fines will be assessed according to the severity of the damage. This includes cracked or broken screens and loss of the computer charger.
 - Cracked or broken screens:
 - 1st time = \$50.00
 - 2nd time = \$100.00
 - Lost chargers = \$25.00
 - Other fees related to damage will be assessed on a "case by case" basis.

Web Use

- The district web filter monitors Internet use. Exceptions allowed at the discretion of the teacher.



MRH School District Computer Use Guidelines

As it relates to the use of technology, the District still requires a basic level of regulation for its students and faculty.

Rights and Responsibilities

All use of technology shall be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Acceptable Use Policy does not attempt to state all required or proscribed behaviour by users. However, some specific examples are provided. The failure of any user to follow the terms of the Acceptable Use Policy may result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Usage Guidelines

1. **Acceptable Use:** Access to District technology must be for the purpose of education or research, and must be consistent with the educational objectives of the District.
2. **Privileges:** The use of District technology is a privilege, not a right; and inappropriate use will result in a cancellation of those privileges and possible suspension or expulsion in the case of students or dismissal in the case of staff. The Superintendent or designee will make all decisions regarding whether or not a user has violated this policy and may deny, revoke, or suspend access at any time.
3. **Unacceptable Use:** The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses include the following:
 - a. Knowingly using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;



MRH School District Computer Use Guidelines

- f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Intentionally invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Intentionally accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
 - m. Using the network while access privileges are suspended or revoked; and
 - n. Using encrypted communication without prior approval from the Superintendent or designee;
 - o. Using the network for fundraising (other than District sanctioned activities such as PTO, etc.).
4. **Software Use:** MRH licenses the use of copies of computer software from a variety of publishers and distributors. The District does not own the copyright to this software or its related documentation and, unless authorized by the software publisher, does not have the right to reproduce it for use on more than one computer.
- a. MRH is committed to providing all users with information about intellectual property and copyright law and the policies for requisition, utilization, and auditing.
 - b. With regard to use on local area networks (LANs) or on multiple machines, MRH users will use the software only in accordance with the license agreement.
 - c. MRH will explain the internal control procedures for metering the use of software, maintaining purchase orders and license agreements, penalties for illegal use, and budget and acquisition procedures.



MRH School District Computer Use Guidelines

- d. MRH users who learn of any misuse of software or related documentation within the District should notify the Superintendent or designee.
 - e. According to U.S. copyright law, illegal reproduction of software is subject to civil damages of as much as U.S. \$100,000 per title infringed, and criminal penalties, including fines of as much as U.S. \$250,000 per title infringed, and imprisonment of up to five years. District users who make, acquire, or use unauthorized copies of software will receive due process as appropriate under the circumstance. Such due process may include termination. MRH does not condone the illegal duplication of software and will not tolerate it.
5. **Network Etiquette:** Each student is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal information, including the addresses or telephone numbers of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
6. **No Warranties:** The Board makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Board will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The Board denies any responsibility for any information, including its accuracy or quality, obtained or transmitted through use of the Internet. Further, the Board denies responsibility for any information that may be lost, damaged, altered, or unavailable when using the Internet.



MRH School District Computer Use Guidelines

7. **Indemnification:** The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Policy, including such incurred through copyright violation.
8. **Security:** Network security is a high priority. If an individual can identify a security problem on the network, s/he should notify the Superintendent or designee. S/he should not demonstrate the problem to other users. An individual should keep their account and password confidential. S/he should not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
9. **Use of Electronic Mail:** The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail that would be inappropriate in a letter or memorandum.
 - c. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet domain. This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the [identify person]. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.



MRH School District Computer Use Guidelines

- e. Use of the School District's electronic mail system constitutes consent to these regulations.
10. **Internet Safety:** Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost assured if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.
- a. Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost assured if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures.
 - b. Staff members shall supervise and monitor students while students are using District Internet access.
 - c. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or designee. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:
 - Limiting student access to inappropriate matter as well as restricting access to harmful materials;
 - Student safety and security when using electronic communications;
 - Limiting unauthorized access, including hacking and other unlawful activities; and
 - Limiting unauthorized disclosure, use, and dissemination of personal identification information.



MRH School District Computer Use Guidelines

- d. The Superintendent, designee, and staff shall monitor student Internet access.

11. **Vandalism:** Vandalism will result in cancellation of privileges and other disciplinary action up and to expulsion in the case of students or suspension or dismissal in the case of staff. Vandalism is defined as any malicious attempt to harm or destroy technology or data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

12. **Monitoring of Personal Use:** As a condition of using the Internet through District computers or District provided Internet access, including electronic mail communication, students consent to monitoring and inspection by school administration. Such monitoring and inspection shall include any and all electronic mail communications made or attempted to be made or received by users and all materials downloaded by users.

13. **Copyright Web Publishing Rules:** Copyright law and District policy prohibit the republishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
 - a. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source
 - b. The absence of a copyright may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission. Permission must be in written (not electronic or verbal)



MRH School District Computer Permission Form

The undersigned student and the student's parents have read and understand the Classroom Use Expectations, and Guidelines, and grant permission for my child to check out a laptop computer for educational use from the MRH School District.

Print Student Name: _____

Student's Signature: _____

Date: _____

Print Name of Parent or Guardian: _____

Signature of Parent or Guardian: _____

Date: _____

Address of Student:

Street: _____

City: _____

Zip Code: _____

Telephone: _____

Email Address of Parent (not required): _____

Signature Of Guardian

Date

Signature Of Student

Date