

GATEWAY
SCHOOL DISTRICT

ADMINISTRATIVE
REGULATION

COMPUTER USE GUIDELINES FOR STUDENTS

The Gateway School District provides computer technology and network connectivity to improve the processes of teaching and learning as well as facilitate improvements in communication between all members of the learning community.

In order to obtain access to technology resources, students and their parents/guardians must first read and understand the following computer use guidelines. This is a non-inclusive list and is not intended to limit the applicability of any other district policy or discipline procedure.

Acceptable Uses Of District Technology And Networks

1. Use of Gateway School District computer technology and networks is contingent upon parent/guardian permission in the form of a signed copy of the *Computer Use - Statement of Understanding*.
2. School district computer technology and network connectivity are provided to allow access to the Internet, software, and electronic resources for educational purposes only. This includes classroom activities, research activities, peer review of assigned work, and the electronic exchange of education-related ideas, opinions, and inquiries.
3. Users must respect disk space limitations. Users are responsible for deleting old and unused files that may take up excessive amounts of storage space.
4. Material created and/or stored on the system or network is not guaranteed to be private. Network administrators and teachers may review the system periodically to ensure that the system is being used properly and that resource limits are being observed. For this reason, users should expect that communication, files, web pages and other work that is created, sent, or received using the network or when using district technology equipment may be viewed by a third party.
5. Users must keep their passwords private at all times. Accounts and/or passwords may not be shared.
6. Users will follow appropriate computer use procedures, including proper startup, shutdown and sign-in.
7. Users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses Of District Technology And Networks

1. Users may not download, copy, or store any software, shareware, or freeware without prior permission from the teacher or network administrator.
2. District computer technology and networks may not be used for personal, financial, or commercial purposes. Users may not buy or sell products or services or use district technology resources for personal communication, commercial advertising, gambling, social networking, or political lobbying.
3. District computer technology and networks may not be used for any activity, or to transmit any material, that violates local, state or federal laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or infringing on copyrights.
4. Users may not use vulgar, derogatory, or obscene language on computer systems. Users may not engage in personal attacks, harass another person, or post private information about themselves or another person.
5. Users may not access web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, s/he should immediately notify a teacher.
6. Users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
7. Users may not attempt to disable, alter, or otherwise circumvent district filtering, firewall, antivirus, or other security measures.
8. Users may not damage, disable, alter, or remove software, hardware, wiring, or peripherals without prior permission from the teacher or network administrator.
9. Users must keep all food and drink well away from the Gateway School District equipment.
10. Users will not change, or attempt to change, computer settings or system files without prior permission from the network administrator.
11. Users may not copy district software or files. Computer technology is also not to be used to make illegal copies of software or other copyrighted media.

STATEMENT OF UNDERSTANDING

NETWORK AND INTERNET PERMISSION

As the parent/guardian of _____ (student's name), I have read the Computer Use Guidelines above and I understand that access and related technology is provided for educational purposes only.

I also understand that, while the Gateway School District has taken precautions to restrict access to inappropriate material, the Internet inherently contains an unregulated collection of resources; thus the district cannot guarantee the accuracy of the information or the appropriateness of any material that a student may encounter. As parent/guardian, I agree to not hold the district responsible for materials acquired by my child while using the systems, for violations of copyright restrictions, user mistakes, negligence or any costs incurred by him or her.

My child and I accept full responsibility for his/her use of this technology and the Gateway School District network, whether in school or at home. Furthermore, we understand the consequences of misuse and damage, beyond normal wear and tear, could result in disciplinary action in accordance with the district's discipline code and/or the Crimes Code of PA, Section 3933.

Appropriate action will be determined based on factors such as severity, frequency, and degree of deviation from expectations and length of time involved. Because of the great variety of situations that may arise with the use of technology, administration reserves the right to decide what course of action will be taken.

Student's Name (please print): _____

Student Homeroom: _____

Student Signature: _____

Please check one:

_____ *I do give permission for my child to use the district's computer technology and access the networks.*

_____ *I do not give permission for my child to use the district's computer technology and access the networks.*

Parent's/Guardian's Name (please print): _____

Today's Date: _____

Parent's/Guardian's Signature: _____