

## **RIVERSIDE BROOKFIELD HIGH SCHOOL Technology Acceptable Use Policy**

Technology at Riverside Brookfield High School is a tool to enhance learning experiences. Users will broaden their global horizons and discover a vast scope of information and experience. Appropriate interaction with the tools of high technology learning will afford the student the best possible opportunity to develop the job readiness and learning skills required by changing business and educational communities.

Our goal in providing technologies is to promote a comprehensive education in a well equipped environment as indicated in the District Mission Statement. This policy is intended to support educational excellence by facilitating resources sharing, innovation, and communication.

With access to computers and to people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. On a dynamic global network it is impossible to control access to all materials or to predict what materials might be appropriate for specific school assignments. Riverside Brookfield High School will take the reasonable precautions necessary to restrict access to controversial materials.

Appropriate usage and operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here (page 2) so that you are aware of the responsibilities you are about to acquire. In general these guidelines require efficient, ethical, and legal utilization of the network resources. Our goal is to maintain a working and educationally-focused network of resources. If a Riverside Brookfield High School user violates any of these provisions, his or her account may be terminated, future access may be denied, and legal action may be pursued. The signatures on the Technology Acceptable Use Agreement (page 3) are indication that the party (parties) who signed has (have) read the Acceptable Use Guidelines carefully, understand(s) their significance, and agreed to adhere to them. All users must have a valid and complete Technology Acceptable Use Agreement on file prior to access to technology.

## Acceptable Use Guidelines

All school rules as listed in the Parent Student Handbook apply to the use of technology. Be responsible for the use of your account. Any violations of the Acceptable Use Policy that can be traced to an individual account name will be treated as the sole responsibility of the owner of that account. Under no conditions should you give your password to another user. For group projects, or to share a file with a fellow-student, see a Computer Lab Assistant.

In addition, the user will:

- Use appropriate language
- Respect the rights of others
- Follow proper procedures to check for viruses before use if you use files from outside sources
- Have no expectation of privacy
- Protect the rights of others
- Respect the privacy of other network users. Trespassing into files of others, even with their permission, is strictly prohibited.

The user will not:

- Use equipment and/or access for any illegal activities
- Tamper with computer hardware or software or in any way deliberately degrade or disrupt system performance
- Knowingly spread computer viruses
- Reveal the name, address, and private information of others without their consent
- Use the network for private financial or commercial gain, including buying, selling, or gambling
- Access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
- Access an inappropriate website, i.e. one that contains anything described in the item directly above this one, or a social networking site such as MySpace, FaceBook, etc.
- Access another user's computer network account or password, with or without consent from that user
- Plagiarize another's work using technology. See the Student Handbook for more information about Academic Dishonesty.
- Use personal e-mail without permission or for non-educational purposes.

These guidelines are not meant to encompass all issues. Other behavior considered inappropriate will be judged by the school on a case-by-case basis.

*Please sign the Agreement on page 3 and return it to Riverside Brookfield High School.*