NETWORK GUIDELINES FOR KRUSE ELEMENTARY SCHOOL

This usage form must be signed by the student <u>and</u> parent and returned to the homeroom or technology teacher to indicate you and your student have reviewed the technology usage guidelines outlined in the Student Code of Conduct.

Students at Kruse Elementary School will be using the Poudre School District network and equipment. Students are automatically assigned accounts to log onto the computers and receive email. It is important that students understand that the use of this equipment is a <u>privilege</u>. Student accounts can be blocked by parent or administrator requests.

<u>Use of the PSD network and equipment is outlined in the Code of Conduct.</u> Misuse of the equipment or network including breaching of security can result in administrative discipline and possible loss of access privileges. Some of the general items that Kruse students should be aware of include:

- *Email* – Any misuse of the district email system can result in loss of the student account. This includes spamming or harassing communication. **All email sent using the PSD email system is subject to review at any time by teachers or administrators.**
  - Students will use approved district email accounts under supervision by or permission from a teacher.
  - Students will not send or receive any material that is illegal, obscene, defamatory or that is intended to annoy or intimidate another person.
  - Students will not reveal their own or other people's personal details, such as addresses, telephone numbers or pictures.
  - Students will never arrange a face-to-face meeting with someone they only know through emails or the Internet.
  - Students will note that sending and receiving email attachments is subject to permission from their teacher.
- *Internet usage* – The PSD network is intended for educational use. The district blocks many inappropriate sites through the use of filters. Users cannot access web-based email, gaming sites, blogs, or general posting sites, such as Facebook.com. This includes bringing games to school via a USB drive. **Students who purposefully attempt to access any of the above or similar sites, or who use the Internet for inappropriate purposes, will be referred to the administration, resulting in possible loss of access. Attempts to access the Internet by students who have lost Internet access will result in automatic loss of all computer access privileges.**
- *Care of equipment* – Our equipment is fairly new. All users are expected to be responsible for its care. Damage to equipment can result in replacement cost. No student should ever unplug any part of the computer. This is cause for immediate loss of privileges. No food or beverage is permitted in the computer areas. **You are responsible for the care of your netbook/laptop! Students can lose their computer privileges at any time.**
- *Executable files* - Storage or transfer of such files to the server or individual computer via portable storage device or other media is prohibited, unless specifically authorized by the Building Technology Coordinator. Students are not authorized to install any application on any computer in the building.
- ***<u>Files stored on the Kruse server are subject to review at any time.</u>***

Student Full Name (please print) _____ Date _____

Student Signature _____ Homeroom Teacher _____

Parent Full Name (please print) _____Date _____

Parent Signature _____