

## **Baxter Community School District Computer Use Policy**

Baxter Community School District (BCSD) employs computers as one way of enhancing its mission to teach students the skills, knowledge, and behaviors they will need as successful and responsible adults in the community as a whole. The school's computers provide opportunities to explore and use a varied set of educational resources. In order to make these resources available to everyone, the school expects, in return, that people who use the school's computers will do so in a way that is consistent with its educational mission.

### Ownership

The contents of any district provided computer and any messages sent or received through email are the sole property of the district and may be considered legal district business records. The district retains the right to access district provided email, internet or other computer systems at any time for any reason whatsoever without prior notice. Such reasons include, but are not limited to, determining and/or preventing inappropriate personal use of any such systems or facilities; to assure compliance with district policies; to conduct district business; and/or to investigate conduct or behavior that may be illegal or which may adversely affect the district, its employees or students.

### Privacy

By using the district provided email, internet or other computer systems all users, including but not limited to, students and employees knowingly and voluntarily consent to their usage of these systems being monitored and acknowledge the district's right to conduct such monitoring. Users should not expect that district provided email, internet or other computer systems is confidential or private and, therefore, should have no expectation of privacy whatsoever related to their usage of these systems.

### Computer Usage

- No student will deliberately or willfully cause damage to computer equipment or software or assist others in doing the same. Students will be charged for damaged equipment.
- Anytime a student needs to use a computer he/she must log into his/her own account. When the student is finished using the computer, he/she must log off of the system. If the student fails to log off, he/she is responsible for the actions of anyone who uses the account.
- Never give your password to anyone else for any reason. No one has prior knowledge of any student's password.
- Each student will respect the rights of others to the privacy of the files they store on a computer or a disk and not view those files without the owner's permission or alter or damage such files.
- Computers are located in the computer labs, the library, and classrooms. No student is to use a computer in any of these facilities without permission of the faculty person in charge of the room. These computers are to be considered as educational tools, not toys.
- Each student will respect and uphold copyright laws - this prohibits installing personal software.
- No student shall plagiarize, which is the taking of someone else's words, ideas, or findings and intentionally presenting them as your own without properly giving credit to their source.
- Each student will follow all regulations posted in the computer lab or other room where computers are in use.

### Internet Usage

The following policy points apply to access of school network / internet on any device regardless of ownership.

- No student will deliberately access educationally inappropriate materials or show others how to do the same. Many web sites are clearly unrelated to the school's educational mission.
- Only sites that are educational in nature are allowed. Surfing the net for topics of a hobby or personal nature are not allowed. Circumventing blocked sites is not allowed.
- No student will download any material, software, screen savers, games, etc. from the internet.
- No student will reveal personal addresses or phone numbers.
- No student will enter chat rooms or log in to personal email accounts.

### Discipline

Any student that violates the aforementioned policy shall face the following discipline:

- First offense: Loss of all computer privileges for 10 school days and purchase of any damaged property.
- Second offense: Loss of all computer privileges for 45 school days and purchase of any damaged property.
- Third offense: Loss of all computer privileges for the remainder of the school year and purchase of any damaged property.

I understand the Baxter Community School District computer usage policy and give my student permission to access district computers and internet. I also understand that my students may be charged the replacement cost of any purposely damaged district technology property.

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Parent or Legal Guardian

Date

I understand and agree to abide by the Baxter Community School District computer usage policy. I understand that violation of these provisions may constitute suspension or revocation of computer privileges.

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Student

Date

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Student's Graduation Year