



# **Handbook for Technology Use**

## ACCEPTABLE USE POLICY FOR TECHNOLOGY

The computers that are available to the children in the computer lab, the library, and the classrooms are there for educational purposes. We are pleased to offer our students access to computers, including a variety of applications, Internet, and e-mail in our computer lab, the classrooms, and the library. In order to ensure safe use of computers and the Internet, all students must agree to follow certain guidelines for appropriate use.

The policies that are detailed in this manual have been established so that computers and the Internet can be used safely and efficiently. Students are responsible for good behavior on school computers, just as they are in a classroom or a school hallway.

We ask that you discuss these with your child and that you both sign the enclosed form stating that you agree. Failure to follow these guidelines will result in the school limiting or withdrawing the child's access to computers.

## 1. COMPUTER HARDWARE

In order to maintain computers in good working condition, the following procedures are essential:

- computer hardware should be handled respectfully (no rough usage, pulling wires, etc.)
- no food or drinks are allowed anywhere in the computer lab or near the computers in the classrooms
- mice and keyboards are not to be moved or disconnected
- attention should be given to keeping computers clean, i.e., hands should be washed and monitors should not be touched.
- all workspaces should be cleared at the end of each session, removing all papers and books from work area or printers

## 2. LAPTOPS

Upper and Middle Level students have access to a classroom set of laptops provided by the New York City Board of Education. This provides us with a wonderful opportunity for further technology development in the classrooms. It also requires a separate set of rules and procedures.

- the set of eight laptops will be used for group activities under the direct supervision of a teacher.
- all laptops should be used only at a desk (not on the floor, lap, etc.)
- laptops should always be carried with two hands and closed (laptops should NEVER be carried or moved by the screen)
- laptops can never leave the classroom where they are being used.

## 3. LOG-IN NAMES

Each user in the school (students and teachers) has his/her own login name and password.

- users must sign in under their own name ONLY, and save all work in their own folders
- logging in and using other people's names or folders is strictly forbidden
- log-in names can be used to access computers in the lab, classroom, or laptop cart.

#### 4. NETWORK INTEGRITY

No alterations may be made to the hard drives of any school computers. This includes:

- changing any settings on a shared computer
- running programs without permission from a teacher
- altering, adding, deleting, or copying files to any directory on the network besides the user's own folder
- copying or downloading licensed software is illegal. This is not allowed on any computer in the school (this includes illegal downloading of music).

#### 5. INTERNET USE

Internet access is a privilege – not a right. Access entails responsibility. Any user violating these policies will lose computer privileges and may be subject to disciplinary action by the school.

Internet users may at times unwittingly encounter material which is controversial and which the user, parents, teachers, or administrators may consider inappropriate or offensive. Although it is impossible to have complete control over the content of data which a user may discover, it is the user's responsibility not to initiate access to such material or share it with anyone else. Use of the Internet will only be allowed under strictly supervised conditions.

Internet access is intended for legitimate academic purposes only. It should NOT be used for:

- accessing or downloading offensive or sexually explicit material
- accessing or transmitting to others immoral, obscene or otherwise inappropriate images or information, or receiving such information from others
- posting personal contact information about yourself or other people. This information includes personal names, addresses, telephone numbers, email addresses, screen names, and the school's name or address
- setting up personal profiles or instant messaging accounts
- any message or website that is inappropriate or makes a student feel uncomfortable should be promptly disclosed to a teacher.
- accessing personal email accounts, instant messages, or chat rooms.

#### 6. PRIVACY

The privacy of others must be respected at all times. Users may not:

- modify or access files, e-mail, passwords, or download data that belong to the school or anyone else
- read or access other people's files or mail

#### 7. INAPPROPRIATE LANGUAGE

The same restrictions against the use of inappropriate language that apply anywhere in the school apply to all computer, e-mail, or web messages. This includes messages sent to students in or outside of school. It is strictly forbidden to:

- use obscene, profane, rude, inflammatory, threatening, harassing, or disrespectful language.
- post information that could cause damage or danger
- engage in personal attacks, including prejudicial or discriminatory language.
- knowingly or recklessly post false or defamatory information about a person or organization

#### 8. PLAGIARISM AND COPYRIGHT INFRINGEMENT

Responsible users of information always acknowledge their sources, both in formal and in informal communications. Information obtained from the Internet should be used in the same way as information from any other public, published source: the source should be disclosed to show that it is reliable. Plagiarism – using someone else's words or ideas as if they are your own – is never acceptable and is illegal.