



Information Technology Agreement

Purpose for Integration of Technology into Daily Learning

Technology has the potential to change the learning and the learner. Technology is now widely used by our students for production. Students use the technological tools available to calculate, to read and write, to tap into streams of live information, to communicate with others, and to do homework. The goals of previous times have been met and now students use technology for so much more. Teachers and students in West Linn-Wilsonville schools are harnessing the power of graphic organizers for analysis and synthesis. Digital video, digital music, graphic multimedia presentations are becoming common in our classrooms. Learning with technologies allows children to do what they could not otherwise do. Well designed software coaches children in mathematics. Information search broadens the view from the classroom to global sources. Students have wide access to print, video, and live contact with people and places around the world. Students now take on the greater challenge to evaluate sources and develop a thoughtful and discerning use of information.

Our schools are educating learners to be technology-capable and information-literate students. To live, learn, and work in an increasingly complex and information-rich society, students must consider information critically and use technology effectively. In alignment with the National Educational Technology Standards (NETS), The West Linn-Wilsonville School District educates students to:

- Use information technology skillfully
- Seek, analyze, synthesize and evaluate information
- Solve problems and make decisions
- Use productivity tools creatively and effectively
- Communicate, collaborate, publish and produce
- Be informed responsible and contributing citizens

Technology use at school is intended to meet the goals and standards listed above. Only appropriate, learning related use of technology is permitted at school. Please refer to the following guidelines for appropriate use and consequences for inappropriate use of technology at school.
(Adapted from WLWV Technology Plan, 2008)

Consequences for Inappropriate Use of Technology at School

First Offense	Referral to Principal. Student will be referred to the policy regarding network/technology use on campus, parents notified, possible additional consequences.
Second Offense	Referral to Principal. Family meeting with principal. Create and implement Accountability Contract, review of this manual, loss of use consequences.
Third Offense	Referral to Principal. Family meeting with principal. Review Accountability Contract, review of this manual, loss of technology use.

Network restriction is an option that may be invoked for improper behavior regarding the technology systems at Arts & Technology High School High School. Access will be restricted at the discretion of the Principal and/or the Network Management. Severe infractions will be swiftly dealt with, independently of the above consequences.

Student Signature

Date

Parent/Guardian Signature

Date



Information Technology Guidelines

User's Rights and Responsibilities

Students and staff are expected to maintain a professional approach to all actions performed in the classroom and while using the information system/network. The following serves as general guidelines and should not be considered all-inclusive. It's our expectation that students will make good choices while using the information systems at Arts & Technology High School.

General Guidelines

Workstations, network infrastructure, software and Arts & Technology High School equipment are provided and to be used for educational purposes.

- Treat school property with respect.
- Report any system problems or misuse to an instructor or administrator.
- If you are not sure about the acceptability of a use, ask a staff member.
- All technology equipment is to remain where it was placed and connected as found.

Workstation Guidelines

Users are **not allowed** to do the following unless given permission by the network administrator

- Change the local configuration of the desktop including:
 - ◊ Wallpaper or color of the desktop
 - ◊ Screen Saver
 - ◊ Mouse Settings
- Store and/or install files on local drive(s) including:
 - ◊ Freeware, shareware, public domain, or any other software
 - ◊ Music, video or games
 - ◊ Personal Files
- Use unauthorized programs installed on the local workstation
- Install copies of any commercial or shareware software (such as Photoshop, Illustrator, Winzip, etc.) into the Arts & Technology High School System or attempt to download any such software from the Internet, your home system, or any foreign system to the Arts & Technology High School System.
- Install ANY File Sharing Applications (Such as BitTorrent, Kazaa, AudioGalaxy, Gnutella, Ares, Bearshare, etc.)
- Copy any file off of any Arts & Technology High School computer via network, diskette, Zip disk, CD-R, etc, except those explicitly created or intended for your use
- Install or use ANY Operating System or Network Probing Utilities including, but not limited to:
 - Netsend
 - NMAP
 - Wcat
 - VNCViewer or any other remote desktop software
 - Password Cracking Software
 - Desktop Theme Software
 - Portscanning Software
 - Keylogging Software

- Chat and instant messaging applications including downloadable Java clients.
- Anonymous Proxy Software or websites
- Shortcuts to any DOS programs (that aren't academic programs)
- Play games at any time at Arts & Technology High School (including Java-based and web-based games) **while classes are in session**
- Play music CDs without headphones
- Use any logon and password other than your User Account
- Boot off a floppy disk, CD-ROM, or anything other than the computer's standard boot-device
- Send computer to computer or computer to network messages (i.e. net send, iChat, AIM, Instant messaging)
- Use the command prompt
- Change configuration files

If a student wishes to have any software installed on the Arts & Technology High School System please contact an administrator. **DO NOT install any software on the Arts & Technology High School System yourself.**

Network Guidelines

*The following are Arts & Technology High School **network violations**:*

- Printing personal documents
- Storing files of inappropriate content
- Storing executable files without permission from the Administration
- Storing MP3s unrelated to school work, or without prior authorization
- Storing personal files on the Student Shared drive (K:drive)
- Changing permissions for network files
- Playing or streaming videos or music over the network or internet
- Intentionally bypassing the internet filter

Borrowing Laptops and Other Equipment

Checkout Guidelines:

- Checkout of cameras (still or video) is for one night or over the weekend.
- Cameras are not checked out over the long breaks
- Cameras are not checked out for use on vacations or trips
- Only one checkout item per household
- Checkout items are to be used only by the person who checked them out

E-mail

*The following are Arts & Technology High School **network violations**:*

- Sending group email to more than 8 individuals (including through the use of groups and/or any other means), except for official school clubs
- Impersonating another user in any manner (Including using their account)
- Sending messages with inappropriate content, profanity, or malicious intent
- Inappropriate or unprofessional signatures
- Using signatures containing graphics of any kind
- Size of e-mail database larger than 100 MB (you will automatically be restricted from sending and receiving mail)
- Sending or forwarding impersonal messages (i.e. chain letters)

Network-Hacking/Cracking

*Participating in any of the following is **prohibited**:*

- Infiltrating computer system security for testing or troubleshooting without the Administrator's permission
- Accessing, modifying or tampering with information or files for which you do not have permissions
- Intentional introducing and/or distributing virus programs to workstations or servers
- Remotely controlling another workstation or server, other than your own, without permission from the Administration
- Possessing destructive or invasive programs

Internet

*Participating in any of the following is **prohibited**:*

- Accessing inappropriate sites (i.e. pornographic content)
- Accessing non-educational sites during class time
- Participating in Facebook, IM, Chat rooms for non-school related purposes
- Using internet connection to download files for personal use

Software

*Participating in any of the following is **prohibited**:*

- Illegally copying software licensed to Arts & Technology High School or WLWV School District
- Installing software not licensed to Arts & Technology High School/WLWV

Hardware

*Participating in any of the following is **prohibited**:*

- Connecting outside equipment (non-Arts & Technology High School owned) without prior permission from the Network Management (exceptions: USB thumbdrives)

Soliciting Equipment or Software for Arts & Technology High School / WLWV School District

*Participating in any of the following is **prohibited**:*

- Directly contacting vendors for supplies and/or equipment donations without permission
- Personal Gain
- Using e-mail, website, network equipment, or any other resource belonging to Arts & Technology High School for personal commercial gain without staff approval