

## **West Bend-Mallard School Computer, Network, and Internet Permission Form**

Students, grades 4 – 12 will be required to take their computers home every night and charge them.  
*We will have a limited number of chargers at school for low or dead batteries that were beyond the student's control.*  
Students in Kindergarten – 3<sup>rd</sup> grade will keep their devices in their classroom.

As part of the school's educational program we offer students supervised access to the school's computers, network, and the Internet. Before being allowed to use the school's computers, network, and the Internet, all students and their parents must sign and return this form as evidence of your approval and their acceptance of the school rules on this matter.

Access to the Internet will enable students to explore thousands of libraries, educational sites, and bulletin boards while exchanging messages with other Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people.

### **CODE OF CONDUCT FOR USE OF THE SCHOOL'S COMPUTERS, NETWORK AND THE INTERNET**

School computers are the property of WBM and are for school-related use only. Computers and technology equipment are considered educational tools. Acceptable activities include instruction, video conferencing to a WBM class, independent study, research for school classes, using the JMC Portal for your own school information, and the business of student organizations and activities.

#### **Acceptable Use:**

- Only access sites that are appropriate for use in school.
- Be aware that others can see your actions on the Internet.
- Be careful of what you say to others and how you say it.
- Respect copyright and trademarks. You cannot use the words or pictures that you see on an Internet site without giving credit to the owner of the site.
- Check with a teacher before opening email attachments or completing online questionnaires or subscription forms.

#### **Unacceptable Use:**

The use of technology to harass or defame others. This includes intentionally harming another's reputation, sending offensive or unwelcome messages, or making another person feel uncomfortable.

#### **Any use of computers that violates the rules or encourages others to violate the rules. Examples include but are not limited to:**

- Selling or advertising any illegal substance.
- Downloading, viewing or transmitting pornographic images.
- Downloading, viewing or transmitting information on making weapons, planning violent events, or harming others. Obtaining or transmitting confidential, trade secret information, or copyrighted materials. (i.e. illegally obtained songs, videos, and software.)
- Any on-line gaming/gambling activities.
- Giving your password to anyone else or allowing them to use your account.
- Download or installing software, games or other programs. Any attempt to do so will be considered a violation of this policy.
- The use of file sharing programs such as Vuze or Frostwire. School computers should not be used to download to iPods or other personal music devices.
- Use chat-lines or unauthorized web-based email services.
- Give your name, address, telephone number or any other personal information about yourself or others to anyone you write to.
- Send, access or display offensive messages or pictures.
- Use or send bad language.

#### **Waste time on the computer doing things that are not related to your work in school.**

Intentionally cause damage to the computer system. Making copies of school software.

**The use of technology for non-educational purposes. Students should not surf the Internet without permission or supervision. Game playing without a teacher's specific approval is strictly prohibited and will be considered a violation of this policy.**

#### **Please note:**

User areas on the school network will be closely monitored and staff may look at your files and communications at any time.

(Sign on back side)

<b>The following items reiterate some of the most important points.</b>
I understand that I am responsible for backing up my own files and that important files should always be stored in at least two locations (such as laptop and external hard drive or flash drive or file server).
I will not leave my laptop unattended unless it is locked in a secure place. My family is fully responsible for the cost of replacement should my laptop become lost or stolen due to "gross negligence" as determined by administration.
I understand that my family is financially responsible for up to full cost if damage occurs to the laptop.
I will not install or use file sharing programs to download music, video or other media.
I will not duplicate nor distribute copyrighted materials other than a back up copy of those items I legally own.
I will keep the laptop lid fully closed and in its protective case when traveling from room to room within the school building.
I will read and follow general maintenance alerts from school personnel.
I will report any problems with my laptop to a member of the tech support staff in a timely manner.
I understand it is my responsibility to charge my laptop battery each night at home and come to school with a fully charged battery.
I understand that the use of the laptop to digitally bully, harass, or transfer pornographic material is prohibited.

Failure to follow the **Code of Conduct** will result in loss of access and further disciplinary action may be taken if appropriate. If applicable, external agencies may be involved, as certain activities may constitute a criminal offence.

1st violation - minimum 1 week suspension from school computers

2nd violation - minimum 2 week suspension from school computers

3rd violation - suspended indefinitely from school computers

**Computer Damage Policy – You are 100% responsible for your computer. If your computer is damaged, your 1<sup>st</sup> option is to pay for the repairs to get your computer back. The 2<sup>nd</sup> option is to turn in your computer. You will then be given an older model computer to use.**

**Please remember - the use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.**

**Parent:**

As parent or guardian, I have read, discussed and explained the Code of Conduct to my son/daughter. I grant permission for my son/daughter to use the School Computers, Network, and the Internet. I understand that if he/she fails to follow the Code of Conduct, access to the school's computers, network, and internet will be withdrawn and I shall be informed. Questions and or accommodations regarding this assessment need to be directed to Pre – 8<sup>th</sup> Grade Principal Mr. Peppmeier, 9-12<sup>th</sup> Principal Mr. Wirtz, or Technology Director Mr. Kehoe.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

As parent or guardian, I allow my son(s)/daughter(s) to use school approve software at home for West Bend-Mallard classes and for participating in West Bend-Mallard video classrooms. A list of this software will be made available.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Does your household have wireless Internet available for Students to connect their School computers to for educational purposes? Yes \_\_\_\_\_ No \_\_\_\_\_**

**Student(s)**

I have read the Code of Conduct for Use of the West Bend-Mallard School Computers, Network, and the Internet and I agree to follow it. Questions and or accommodation regarding this assessment need to be directed to Pre – 8<sup>th</sup> Grade Principal Mr. Peppmeier, 9-12<sup>th</sup> Principal Mr. Wirtz, or Technology Director Mr. Kehoe.

*One signature per student.*

Student's Signature: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

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Student's Signature: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Grade \_\_\_\_\_ Date: \_\_\_\_\_