

Student Summary

WHS Acceptable Use Policy for Network and Internet Use

Part of the WHS Student Code of Conduct

Adopted by WHS School Board August 1, 2001, revised and approved July 2006

Dear WHS Student (** Keep this Document **** This is yours ****)**

You have the privilege of using the Wingate High School (WHS) network and accessing the Internet. The network is designed, installed and operated for **educational purposes**. This document summarizes your responsibility when using the network and the Internet and lists consequences of abusing the privilege.

I. Student Responsibilities

Students are responsible for using the WHS network for educational purposes. "Educational purposes" are defined as classroom activities, professional or career development and limited, **high-quality** personal research. You need to know that WHS can monitor, log, and record Internet and network activity. If you disobey, you will lose all computer use.

A. General Guidelines for WHS Network Use

- All users are expected to use the network in a safe, responsible manner
- All users are to **use only their own account** to use network services
- All users are to use the computers with care and respect
- Students are to **limited to 60 MB of storage space** in their home drive - Use it wisely
 - This means you may need to convert BMP images to JPG images
 - You may not have room to save music, video, or other high bandwidth files
 - You need to be wise in the use of images when you create Word documents and PowerPoint shows
 - Use bookmarks for Internet resources so you can use them and not have to download and save them.

B. You may not:

- Share your account with another user or use another user's account
- Use a computer when no staff member is present
- Play games either on the local computer or on-line (Internet)
- Give out any personal information
- Communicate using e-mail or network during class time (This is allowable before and after school)
- View or participate in any 'Chat Room' activity, gambling or lotteries
- Install any programs onto school computers
- Move, delete, or change files or folders that are not your own
- Change settings, remove, or damage any computer hardware

C. You may not view inappropriate materials, images and/or websites that:

- Show, depict, suggest or imply illegal activity, drug use, or gambling
- Show or encourage violence or destructive behavior against a living being or physical property
- Show adult oriented material, including partial dress, nudes, or images that show or suggest sexual acts

D. You cannot store inappropriate materials on the school network.

This includes **any items described in section C** above and **adds** but is not limited to **the following**:

- Materials that are not related to your school projects. For example - images, video clips, audio clips, and movies of cartoons, music or sports stars, or other entertainment media.
- Excessive storage of files either in size or quantity.
- Copyrighted materials such as music or other multimedia files, pictures or images that are not your own. Examples of this are music recorded from CD or the Internet, images from Encarta, pictures from web sites, or photographs that others have taken.
- Learn what the copyright laws are and what you are allowed to use in education

II. Penalties for technology violations

- A. **The student's parent or guardian will be sent a copy of any technology incident report**
- B. **Violation of section B above (WHS Code 40, 41 – “Minor” Violations)**
 - 1. First Offense - Loss of Network/Internet access for 2 weeks
 - 2. Second Offense - Loss of Network/Internet access for 4 weeks
 - 3. Third Offense - Loss of Network/Internet access for one academic quarter
- C. **Violation of section C or D above (WHS Code 400, 401, 402 – “Major” violations)**
 - 1. First Offense - Loss of Internet access for 4 weeks
 - 2. Second Offense - Loss of Internet access for 9 weeks
 - 3. Third Offense - Loss of Internet access for one academic quarter
- D. **Violation of section D above (WHS Code 400, 401– “Major” violations)**
 - 1. First Offense - Loss of Network access for 4 weeks
 - 2. Second Offense - Loss of Network access for 9 weeks
 - 3. Third Offense- Loss of Network access for one academic quarter
- E. **Certain major violations may lead to more severe penalties and legal action**
 - 1. Repeatedly ignoring and refusing to do what a staff member asks (WHS Code 34, 35)
 - 2. Making threats toward another person
 - 3. Removing or damaging any part of a computer or the WHS computer network (WHS Code 200, 307)

III. Responsibilities of your teachers and dorm staff:

Students must understand that the network is a public place, constructed so that the entire school can conduct business and provide you with educational resources. The staff of WHS have certain responsibilities to help you get the best education.

- A. All WHS staff are responsible to model good and acceptable network and Internet use. This includes observing applicable copyright laws and good 'Netiquette'. Internet use during student contact time should be related to class learning objectives.
- B. All staff - Teachers, Residential, and Administrative - are responsible for monitoring student activity on the school network. If a student is using a computer in a classroom, lab, or dorm public room, the staff member present is responsible for the monitoring and oversight of the network and Internet activity.
- C. Teachers are responsible for instruction regarding proper use before any student is allowed on the network and gains access to the Internet. Internet use during student contact time should be related to class learning objectives.
- D. WHS Teachers are expected to prepare lessons and lesson plans before having students use the Internet. This includes instruction in what is expected and appropriate. Most importantly it requires pre-researching the Internet sites that will be used as instructional resources.
- E. A staff member may request that a student lose network and/or Internet privileges for ignoring or failing to respond to requests.
- F. There are over 300 computers installed specifically for student use on the WHS campus. The use of staff or administrative computers by students **is strongly discouraged**.

IV. WHS Network Password Guidelines (Based upon the OIEP Security Policy)

- 1. Every user will create their own password when issued a new account.
- 2. Password life is set to 120 day. This means that you will be prompted to change your password 14 days before it expires. Most school years you be changing passwords 2 times and possibly 3.
- 3. User passwords must be AT LEAST 8 characters long.
- 4. The system 'remembers' 4 passwords. That means you will need to create 5 (five) unique passwords before you can repeat one. – cat, dog, cow, fish, horse. Now you could re-use 'cat' but not 'cow'.
- 5. DO NOT USE any part of your name, or common words or strings like 'wingate, school, computer, password, 12345678, qwertyuiop, abcdefgh. (Yes, I've seen them all)
- 6. It is HIGHLY recommended that passwords have one or more of the following characteristics:
 - a. Be a combination of (unrelated) words – e.g. fishmilk, carrothorse, raceeighteen
 - b. Use a 'passPHRASE' for example create a sentence that you can remember like: 'I like eggs for breakfast.' and reduce it by using first letters or substitution – 'ile4bfast' or 'ilikee4bf'
 - c. Use a combination of letters and numbers. For example you could combine 'fort' and '87316' into 8f7o3r1t6, or '873fort16'
 - d. Capitalize one or more – NOT ALL – random letters in a word – wiNgaTehSchoOl
 - e. Introduce a special character into a word – 'scho*ol', 'base(ball)', '\$mon%ey\$.
- 7. You MUST NOT share your account or password with ANYONE else for any reason. There is no need as EVERY person on campus has an account. If a student doesn't have access, it is because they LOST it for violating the AUP. You don't want your account to be compromised.

**Wingate High School Internet/Network Use Policy Agreement
For School Year 2008 – 2009**

Student User Agreement:

I have read and understand the Wingate High School Acceptable Use Policy. I agree to obey it in full. I know that if I choose not to obey any part of this Policy, I will lose my rights and privileges to use the Wingate High School network as outlined in the AUP. I know that Wingate High School does monitor, log, and record my Internet use. I also understand that if I do anything illegal using the school network or Internet, that the school may contact legal authorities.

(Check one box, print your name, and sign your name)

I have explained this policy to my parent or guardian, who has signed below.

I am over the age of 18, and I sign as an adult.

(Date of Birth)

(STUDENT - print your name here)

(STUDENT - sign your name here) _____
(Date)

Parent or Guardian Agreement

I am the parent or guardian of the student, _____.

I have read the Wingate High School Acceptable Use Policy and discussed it with my child. I give permission for WHS to give my child an account to use the Internet. I understand my child's privileges and responsibilities in using the Wingate High Network and accessing the Internet at school.

I understand that WHS allows students to use the Internet for schoolwork. I know that it is possible that my child may find information on the Internet that is not appropriate even though the school does try to block those materials. I will not hold the school responsible if my child disobeys this policy. I also understand that I have permission to use the Internet at Wingate High School, if space allows, and I am not disturbing class.

(PARENT/GUARDIAN - print your name here)

(Your relationship to the student)

(PARENT/GUARDIAN - sign your name here) _____
(Date)

***** Special Notice ***** Wingate High School has Infinite Campus Parent Portal that will allow you – the parent or guardian – to access your child's attendance, grades, and class progress on the Internet. See http://www.whs.bia.edu/nasis_info.htm for more information. From that page you may request a key that will allow you to create a login for access to your child's information.