

Family Name _____

TECHNOLOGY USAGE POLICY

The Two Rivers Public School District believes that the Internet is a powerful tool in the search for knowledge and information. The vast majority of Internet sites are valuable but, like any tool, the Internet must be used properly. Please carefully read this contract. Then, select the appropriate choices for your child, sign, and date this contract. For the purposes of this contract, a supervisor is defined as any staff member or other adult in charge of the computers.

I, as a student in the Two Rivers Public School District, agree to use the Internet in a responsible and appropriate manner. I agree that:

1. I will never send personal information such as names, phone numbers, and addresses over the Internet and e-mail. I will not send e-mail from a classroom or building without the permission of a supervisor.
2. I will not attempt to gain unauthorized access to any computer system.
3. I will never provide a password to another person. I will immediately notify a supervisor if I suspect a security problem.
4. I will not use inappropriate language.
5. I will not repost any documents without permission from the person who originated the document. I will not post any private information.
6. I will only use the Internet and e-mail for educational activities under the guidance a supervisor.
7. I will not plagiarize any document that I find on the Internet.
8. I will stay out of areas that contain "Adult" oriented material or other inappropriate sites. If I should accidentally enter an area like this, I will immediately get a supervisor to help me back out.
9. I will immediately report any abuses of the Internet and e-mail that I see to a supervisor.
10. I will follow any other Internet and e-mail rules that are given to me by my supervisor.
11. I will be responsible for all associated access fees when entering areas on the Internet which assess a special access fee, unless the information being sought is school-related. In such cases, I will have the permission of the supervisor who will then be responsible for the access fee.

LAP TOP COMPUTERS

Lap top computers have been purchased for students to use at home. If the equipment is lost, damaged, or stolen, it would be your responsibility to replace it at a cost of \$500. My child has permission to check out a computer. I understand that I am responsible for a damaged, lost, or stolen piece of equipment.

Parent or Legal Guardian Signature: _____ Date: _____

Student: If your parent or legal guardian has given you permission to use the AlphaSmart Pro computer, then sign and date this contract. This means that you agree along with your parent or legal guardian, to be responsible for a damaged, lost, or stolen piece of equipment.

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

Student Signature: _____ Date: _____

_____ **PRINTER (The family would like to have access to a printer at home)**
(initials)

_____ **SCANNER (The family would like to have access to a scanner at home)**
(initials)

COMPUTER RULES

Students must:

1. not copy, modify or delete files or programs installed on school computers.
2. obtain training before attempting to use specific equipment.
3. use only programs permanently installed on the system.
4. save work in designated locations.
5. refrain from printing multiple copies of a document.
6. keep food or beverages out of the computer lab.
7. log off and on according to procedure.
8. respect the security of all school computer systems.
9. have a pass to use the computers and the Internet.
10. use their own accounts.
11. not physically damage computer hardware.
12. not play or install games on school computers.
13. not bring or install privately owned software on school computers.
14. not use school computers without supervision.

CONSEQUENCES

If students violate the computer contract, the following action will be taken:

- First Offense: Students will not be allowed to use the computers for five school days.
- Second Offense: Students will not be allowed to use the computers for ten school days.
- Third Offense: Students will not be allowed to use the computers for the remainder of the semester.
- Other Offenses: Students may be prosecuted for violation of Wisconsin statutes.

NOTE: Any student caught intentionally damaging technology equipment will be held financially responsible for the repair or replacement of the equipment.

COMPUTER CONTRACT

I have read and agree to abide by the rules listed above. I understand that any violations of these rules may result in my being denied access to school computer facilities. I further understand that experimenting or tampering with computer security may subject me to prosecution for violation of Wisconsin statutes.

Parent or Legal Guardian Signature: _____ Date: _____

Student Signature: _____ Date: _____

NOTE: This contract will remain in effect until rescinded by the parent, or until the student is no longer enrolled in the Two Rivers Lighthouse Learning Academy.