



# White Hill Middle School

## Acceptable Use Agreement for District Technology



The computers and technology at White Hill Middle School are valuable resources for students and teachers. White Hill teachers, administrators, and staff believe that technology is not only a tool to support learning, but that it will also improve the ability of students to meet the challenges of the future.

The District's Acceptable Use Agreement is designed to prevent unauthorized access and other unlawful activities by students online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act.

The District uses digital protection measures to block and filter, to the extent practicable, access to visual depictions that are inappropriate, obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor students' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to administrative staff as it deems necessary. Students should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including Google Drive documents.

**Please review the following procedures and rules. Students and parents must sign this agreement indicating that they are aware of, and agree to abide by the procedures and rules outlined below.**

1. Computers are to be used for school work only.
2. Google Drive documents may not be shared with any other student(s) without also including your teacher. They also may not be used as a communication tool between you and any other individual(s).
3. Students will follow federal and state regulations by not transmitting defamatory, obscene, pornographic, offensive, disruptive, threatening, bullying or harassing messages or media. (Note: Offensive content would include, but is not limited to, sexual comments or images; racial slurs; gender-specific comments; or any comments, messages or media that would offend someone on the basis of his or her age, sexual orientation, religious or political beliefs, national origin or disability.)
4. Do not share your password with anyone, or use anyone else's login information.
5. If you open a computer and notice there is a problem, report it to your teacher or a staff member immediately.
6. Respect the privacy of other students' work. You may not open or alter another students' work without their permission AND the permission of your teacher.
7. USB drives may be used. USB drives are not provided to students. Only schoolwork may be opened from drives at school, and only schoolwork may be saved on these drives.
8. Changing any settings on a computer, including icon names, accessibility options, screen resolution or rotation, desktop, screensaver or display fonts is not acceptable.
9. Laptops and keyboards are to be kept on the tables in front of you, not to the side or on your lap.
10. Deliberate misuse, damage to, or alteration of equipment including but not limited to damage to keyboards, mice, trackpads, plugging or unplugging cables, and opening printers will not be tolerated.
11. Print only one copy of a document unless instructed otherwise by your teacher.
12. No food, drinks or gum are allowed around Chromebooks or near classroom computers.

13. When finished with a computer, sign out of your account, and return the computer to its appropriate location in the cart.
14. Students are expected to use good judgment when accessing the Internet.
  - a. Copying the written works of others is considered plagiarism and is not tolerated. When using information from an online source, you must properly credit the source in an annotated bibliography. This includes any text, pictures, and ideas. Bibliographic format is available in the library and classrooms.
  - b. All information accessed must pertain to school assignments. Accessing materials that contain profanity, nudity, violence, or other inappropriate content will not be tolerated.
15. All software on school computers is the property of White Hill Middle School. It may not be copied or removed from the premises. Likewise, students may not attempt to load software or download software from the Internet to school computers.
16. Entering and using chat rooms, shopping or selling sites, instant message programs, file sharing programs and music sharing programs are not allowed.
17. Students will practice Internet Safety:
  - a. Students shall not reveal personal information about themselves or other persons on the Internet. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others.
  - b. Students shall not meet in person anyone they have met only on the Internet.

**I have read, understand and agree to abide by the procedures and rules of the White Hill Middle School Acceptable Use Agreement for District Technology. I also understand that if I break any of these agreements, I will be subject to appropriate disciplinary action.**

\_\_\_\_\_  
Student Name (print first and last)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Name (print first and last)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Home Room Teacher Name

\_\_\_\_\_  
Date

School Year 20\_\_\_\_\_  
\_\_\_\_\_

*Please return this form to the White Hill Middle School office where it will be kept on file. It is required for all students.*