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## Computer and Internet Policies and Procedures for Students

Use of the District's computers, network, and Internet access shall be in support of curriculum and research that is consistent with the educational mission of the District. Use of the computer system is a privilege and may be denied; as well as appropriate disciplinary or legal action, may be taken if the user is found in violation of the following guidelines:

### Conduct Guidelines

1. Computer, network, Internet and printer use shall be restricted to work/school related activities and NOT personal business.
2. Keep confidential and protect all computer passwords, access codes, or logon information from disclosure to others. Do not use or ask for passwords belonging to another user.
3. Do not use the Internet to view, access, download, or process pornographic, obscene, illegal drugs, gang related, indecent, profane, or otherwise inappropriate material. **USE OF THE INTERNET SHALL BE RESTRICTED TO RESEARCH AND EDUCATIONAL PURPOSES ONLY.** Chat rooms are allowed only as needed for instruction.
4. Be ethical and courteous; respect the privacy of other users. Do not send hate, harassing, discriminatory or obscene e-mail, or demonstrate other antisocial behaviors.
5. Do not destroy or abuse computer hardware or software in any way.
6. Use the network in a way that does not disrupt its use by others. This includes the wasteful use of printers.
7. Do not develop or pass on programs that harass other users or infiltrate a computer system such as viruses or mass mailings.
8. Maintain the integrity of data and files. Do not modify or copy files or data of other users without their consent.
9. Do not pirate software. Respect copyrights. Software protected by copyright shall not be copied or used without the proper licensing. CD Burners shall be used for data storage only and not for pirating software, music, etc. Use of the system to access games and use of computers for game playing shall be restricted to instances directed and monitored by instructional staff or as directed by school principal.
10. Students are NOT allowed to use teacher/staff computers.
11. Students are NOT allowed access to any teacher/staff passwords.
12. CIS Technology Department will only install applications that are freeware or have been purchased by the Cuba School District.
13. CIS Students are NOT allowed to use Proxy websites to illegally bypass CIS content filter/firewall to gain access to blocked websites which contain inappropriate/illegal material.
14. Do NOT create or forward chain e-mails or Spam. Refrain from any other network activities that flood the network.
15. Do NOT e-mail or post inappropriate photos or videos of yourself or others.
16. Students are not allowed to use classroom computers with Cuba Schools Staff supervision.

**PO Box 70, #50 County Rd 13, Cuba, NM 87013, Phone: 575-289-3211, Fax: 575 289-3314**

*Cuba Independent School District does not discriminate on the basis of race, religion, color, national origin or ancestry, sex, gender identity, sexual orientation, age, marital or veteran status or disability in any educational programs, activities or employment. Cuba Independent School District also prohibits the use of racial, ethnic, and/or sexual slurs, including sexual harassment. If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in a school meeting or hearing, or if you wish to receive assistance or information regarding student grievances, language translations of District policy, Section 504 or Title IX, please contact the Superintendent's Office at least one week prior to the meeting or as soon as possible. The district Title IX Officer may be contacted at the address or phone number listed above.*



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## Terms and Conditions of Use

All users of the District's computer system, including access to the Internet, must be in agreement with the following terms and conditions:

1. Conduct Guidelines must be adhered to at all times.
2. CIS Administrators and Technology Department have the right to inspect, without notice or review, any materials that are stored on District equipment and backup materials, and retrieve deleted materials for evidence that are found to violate Conduct Guidelines.
3. CIS will not be liable for any direct or indirect damages that result from information gained via use of the District's computer system or from use, operation, or inability to use the system.
4. Any damage or usage that violates Conduct Guidelines must be reported immediately to the appropriate Administrator and Technology Director.
5. CIS Technology Department will not change user passwords and/or check e-mails without the consent of that user.
6. Use of the computer system, including Internet access, may be revoked and appropriate disciplinary or legal action may be taken for failure to comply with the Conduct Guidelines.
7. Penalties/Punishment: Any student who violates Cuba Independent Schools Computer and Internet Policies and Procedures will have privileges suspended. (According to School Principal).
8. All Cuba Schools Technology equipment will be maintained and/or worked on only by Cuba Schools Technology Staff. If equipment is taken elsewhere, all warranties and support will be voided by the manufacturer and by Cuba Schools. The equipment will then be confiscated by the CIS Technology Department and then re-assigned to another individual within the District.
9. Student Laptops will immediately be removed and re-issued if illegal/porn sites are accessed. Further discipline will be handled by the School Principal.
10. CIS Students that deliberately destroy Technology equipment will have that equipment removed and legal action will be taken against that individual by the CIS District.
11. Students that use web proxies to deliberately bypass CIS Content Filter/Firewall will have their Internet Access removed and reported to the School Principal and/or Superintendent and discipline will be handled accordingly.

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# Computer and Internet Policies and Procedures USER AGREEMENT

### STUDENT

I have read and understand the School District guidelines and terms and conditions relating to acceptable use of the District's computer system and the Internet, and agree to abide by them. I further understand that any violation of the School District guidelines is unethical and may constitute a violation of law. Should I commit any violation, my access privileges may be revoked, and/or appropriate disciplinary or legal action may be taken.

\_\_\_\_\_

Name (please print)

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### PARENT OR GUARDIAN

As the parent or guardian of the above named student, I have read the School District guidelines and terms and conditions relating to acceptable use of the District's computer system and the Internet. I understand that this access is designed for educational purposes. However, I also recognize that it is impossible for the School District to restrict all access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. I will help my child understand the Conduct Guidelines.

\_\_\_\_\_

Parent or Guardian's Name (please print)

\_\_\_\_\_

Parent or Guardian's Signature

\_\_\_\_\_

Date

SCHOOL \_\_\_\_\_

GRADE \_\_\_\_\_

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