

Holton Public Schools Acceptable Use Policy

**Anyone using any technology equipment (computers, printers, cameras, etc.) must sign a Technology Use Contract. This Acceptable Use Policy replaces any past policies/contracts. You understand that using technology equipment it is a privilege and agree to adhere to the following guidelines:**

- 1) You will not physically deface, damage, take, or misuse any of the technology equipment in Holton Public Schools.
- 2) You will not add, modify, or delete programs on the computers, the local area network, or any other Holton equipment or technology.
- 3) You understand that copying programs from the network or computers is a violation of U.S. Copyright laws and you will abide by those laws.
- 4) You understand that sexual, racist, and other offensive materials are accessible on the Internet and you will not access, create, or distribute these or any other questionable materials.
- 5) You understand that your Internet use is limited to class assignments. You will not use the Internet for recreational surfing or Internet gaming. You will not access e-mail unless given authorization by school officials. You also understand that you may not use chat rooms without specific authorization by the building administrator.
- 6) You will not allow any other student to use a school computer using your ID.
- 7) I recognize The Children's Internet Protection Act (CIPA) is for my protection and will not bypass or hack around any filters Holton Public Schools has in place.
- 8) If granted email access, I will use it only for school purposes or as directed by school officials.

**You understand that if you violate any of the above guidelines the following consequences will occur:**

You will pay full restitution for any and all repairs or replacement of equipment including service time required reinstalling software.

1st Offense: You may lose your privileges to use technology equipment in

Holton Public Schools for a period of time determined by administration. Additionally, you may be issued lunch detention, I.S.S. or O.S.S. at the discretion of administration.

2nd Offense: You may lose your privileges to use technology equipment in

Holton Public Schools for a period of time determined by administration. Additionally, you may be issued lunch detention, I.S.S., or up to five (5) days O.S.S.

3rd Offense: You may lose your privileges to use technology equipment in

Holton Public Schools indefinitely. Additionally, you may face up to ten (10) days O.S.S. and a possible disciplinary hearing before the Board of Education.

If the above violations involve pornography or other sexual material, the consequences may be more severe. Administration reserves the right to evaluate each issue on a case by case basis and issue consequences accordingly.

You further agree to abide by the following procedures:

- 1) If you notice any damage to equipment or are having problems with software on your computer, you will immediately inform the classroom teacher. You understand that failing to report these problems indicates that you are accepting responsibility for any damage to the equipment being used.
- 2) Because memory sticks can carry computer viruses and can be used to illegally copy programs, you understand that any memory sticks that you bring into the Holton Public Schools without prior permission from the classroom teacher will immediately become property of the school.

You understand the Technology Labs may be monitored by video cameras for security reasons.