



## WHS Computer Use Policies & Procedures

The Windham High School provides computers for student and faculty use. The use of the computers, network and access to the Internet is a privilege and must be respected and used wisely. The guidelines below provide appropriate and ethical use policies. A signed laptop agreement form is required in order for a student to be issued a laptop computer. The forms are kept on file. If a student violates any of these policies, he/she may face disciplinary actions which may range from a warning to a suspension.

- All students are issued a PowerSchool account. Students are encouraged to use their PowerSchool login to check their grades, conduct, and attendance information.
- Keep your login and password private; use by anyone other than yourself creates a security risk for both your own files and the network. If you forget your password or cannot get into your network account, seek help from the Technology staff.
- Always log out of the network so that your files, password, and network access is protected from abuse by others.
- Academic use always takes priority over personal use of computers.
- Internet access is to be used for research and as a means of obtaining academically relevant information. Material obtained through research on the Internet and then used in academic work is to be properly documented.
- Students are ultimately responsible for backing up their data. File syncing and server space on WHS servers is provided as a convenience only. WHS is not responsible for any data loss.
- Students are responsible to bring a fully charged laptop to school each day. For laptops with changeable batteries, replacement batteries may be obtained in the media center. Students who abuse this privilege may be limited to the number of batteries they may obtain. For laptops with non-changeable batteries, laptops may be dropped off for charging in designated areas on a first-come first-served basis, subject to review.
- Cleaning the computer is to be done with a soft cloth. Do not spray anything directly on the computer.
- The laptop is not to be left in a vehicle, especially during extreme hot or cold temperatures.
- Students must not attempt to fix or repair their MacBook. Students must contact WHS Tech Services staff.
- Students must comply with trademark and copyright laws and all license agreements.
- Do not send a file to the printer a second time if a document does not print. Ask for assistance if you have trouble printing.
- Any communication and/or work done on WHS computers must meet the standards with regard to laws governing privacy, copyright, sexual harassment, plagiarism or forgery.
- The Windham School District is not responsible for supporting home network and Internet connectivity.
- Responsible and appropriate behavior is expected of all users. Violation of any guidelines will result in the cancellation or restriction of privileges and appropriate disciplinary action will be taken to include possible loss of computing privileges, detention time, suspension and/or expulsion.
- School administrators reserve the right to restrict student accounts on the network to prevent unauthorized activity.
- A loaner laptop will be provided to the student in the case of warranty repairs or accidental damage at the discretion of the Tech Dept. A loaner will not be provided if the laptop was damaged by abuse, neglect or malicious intent. A loaner will not be provided if the student failed to bring his/her laptop to school. Students are responsible for all work issued even when they do not have a laptop. Failure to return a loaner on the specified due date will result in detention the following day.
- Students shall not deliberately use the computer to annoy or harass others with language, images, innuendoes, or threats. The user shall not deliberately access or create any obscene or objectionable information, language, or images. These violations will be handled in accordance with the WHS Bullying /Harassment policy.
- Parents/guardians will assume any financial responsibility for damages not covered by warranty, as outlined in the Laptop Accidental Damage/Loss Policy.

### Laptop Theft or Loss

*In the case of a lost or stolen laptop the following procedures must be followed:*

- The lost laptop must immediately be reported to the WHS Tech. Services Dept. and the School's Resource Officer.
- If the laptop is not immediately found and is believed to be lost or stolen a police report must be filed by the parent or guardian.
- Only after a complete police report has been received will the student be allowed a loaner laptop. The determination of whether the student will be allowed to take the loaner off school grounds will be decided on a case-by-case basis.
- Only after the missing laptop has been determined to be a total loss will be a replacement laptop be provided.
- Laptops lost or stolen outside the state of New Hampshire will not be covered by any limited liability coverage the school may provide that would normally apply for similar in-state incidents. In such cases the parent/guardian assumes full financial liability to replace the laptop at full cost.

## **“Three Strikes” Disciplinary Policy**

**Strike 1** - Student will receive a warning about proper laptop use and care.

**Strike 2** - Student will receive a detention as well as an additional discussion on laptop use and care.

**Strike 3** - Student will be under restricted use of his/her laptop and will not be allowed to remove the laptop from school grounds for three days. During this time period the student will also be required to sign out his/her laptop each morning and return it each afternoon for inspection and overnight storage. Failure to do so will result in additional disciplinary action. Additional strikes will be automatically handled by the school administration. Students may only use their school issued password on any WHS computer. Any other passwords are prohibited and student may face disciplinary measures, file deletion or system restore.

### **Tier 1 Offenses - The “Three Strikes” Disciplinary Policy applies to the following offenses.**

- Students shall not allow other persons to use their name, login, password, or files for any reason unless specifically directed by a faculty or staff member.
- Eating or drinking near computers is strictly forbidden. Laptop computers should not be taken out of their case when in the cafeteria.
- Internet access to visual depictions that are obscene, violent or pornographic or are of a harmful nature to minors are filtered or blocked. Students shall not intentionally access or attempt to access these sites.
- A student may not download and/or install any additional software, applications, plug-ins, add-ons or extensions that are not for educational purposes only.
- Inappropriate screen savers or inappropriate pictures on your computer will not be allowed at anytime.
- Desktop computers in the WHS computer labs are shared by all students and faculty. Do not change the settings without permission.
- Students shall not damage, degrade the performance of, or abuse anyone’s laptop computer.
- Only games authorized by WHS will be allowed. Use of any other games is not allowed, which would include but is not limited to; plugins, add-ons, extensions and applications.
- Students may not access web sites, newsgroups, or “chat” areas that contain material that is obscene or promotes illegal activity. If a student does accidentally access this type of information, he or she should immediately notify a WHS staff member.
- Illegally obtained or shared music, movies and/or other media is strictly prohibited on any WHS computer. Any illegal media that is found will be immediately removed.

- Chat programs are not allowed.
- Use of streaming video sites such as “YouTube” for non-educational purposes is prohibited.
- Clip-on protected cases are not allowed on laptops.
- Students must have their laptops with them, locked in their school lockers, or in a designated area. Laptops must not be left unattended. Faculty will pick up and deliver unattended laptops to the Principal’s office.
- All laptops must be carried in the provided case at all times when not in use to avoid accidental damage. Laptop cases should not be thrown or tossed around. Shoulder straps are prohibited on the laptop cases. Laptop should never be kept in a backpack, even if the laptop is already stored in the school provided case. There will be no exceptions.
- WHS supplied laptop bags are for laptop storage and transport only. No other items should be stored in the laptop bag.
- Students are not to deface their laptops in any way, e.g., with stickers, tape, white-out, marking pens, etc. Students may decorate their laptop bag only. Laptops are not to be altered in any way. Laptops must be returned in original condition. Each MacBook is labeled with a district identification barcode and student identification label. Students must not remove these labels.

### **Tier 2 Offenses - Saturday Detention**

- Computers may not be used to make sound recordings or digital images without the consent of all those being recorded.
- Students shall not use or attempt to discover another student’s password. Use of another student’s laptop or files is prohibited except if required for collaborative learning.
- Deliberate attempts to degrade, disrupt or alter any network or system performance will result in disciplinary action.

### **Tier 3 Offenses - Suspension**

- Hacking (intentional misuse or abuse of computer facilities) is a felony and subject to cancellation of computer privileges and appropriate disciplinary action.
- Students will not attempt to override the Internet filtering software or other network configurations. Students also agree not to disrupt Windham’s computer systems and network, or log in as an administrator for any reason, including the purpose of bypassing or changing restrictions or settings. Attempting to override the filter, use or access proxies, access the internal portion of the laptop, or disrupt the School’s systems or networks, will result in disciplinary action, which can include the possibility of felony charges.