

Bishop Kearney High School | A Golisano Education Partner

Code of Conduct

Acceptable Computer and Internet Use at Kearney | Golisano

Official Document
2007-2008 School Year

Bishop Kearney High School | A Golisano Education Partner

Code of Conduct for Acceptable Computer and Internet Use

Introduction

Bishop Kearney High School | A Golisano Education Partner (Kearney | Golisano) is pleased to provide our students with use of a laptop computer during the school year. Laptop computers remain the property of Kearney | Golisano while students are enrolled at Kearney | Golisano. However; the laptop will become the property of the graduate after successful completion of all academic requirements, graduation, and reconciliation of all tuition and fees with Kearney | Golisano. At that point, all financial responsibility for the laptop transfers to the graduate and/or parent/guardian.

The use of any laptop must be in support of education and research and be consistent with the educational goals of Kearney | Golisano. Furthermore, laptop use must adhere to all existing policies as established by the school. The use of a laptop is a privilege, not a right, and inappropriate use will result in revocation of those privileges. The Kearney | Golisano administration reserves the right to amend this agreement.

The purpose of this agreement is to outline the rules for using computers, laptops, the local area network and the Internet at Kearney | Golisano. Internet access is available to the students, teachers and staff. The use of the network and the Internet are important to prepare students for the 21st century. Our goal in providing this service to teachers and students is to promote educational excellence in our school.

With the access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in a school setting. Kearney | Golisano has taken precautions to restrict access to controversial material, by using a firewall and other sophisticated security technology that will filter out access to objectionable material. However; on a global network, it is impossible to control all material. The administration of Kearney | Golisano firmly believes that the valuable information and interaction available on the Internet outweighs the possibility that students may procure material that is not consistent with the educational goals of Kearney | Golisano. It is our belief, that by training our students how to deal with objectionable material now, they will be better-prepared to make the same types of value judgments as adults.

Local area network storage areas will be treated like school lockers. Network administrators may review files to ensure system integrity and that students are using the system responsibly. Students should not expect that files stored on the server, hard drive, or storage devices as private.

The use of the Internet is a privilege, not a right, and access requires responsibility. Inappropriate use of the Internet will result in the cancellation of those privileges. The faculty and administration will deem what is inappropriate use and their decision is final. The school may close a student account at any time. During school, teachers will guide students toward appropriate material. Outside of school, families bear the same responsibility for such guidance when using the Internet. Parents shall hold Kearney | Golisano harmless if their child(ren) reads, views or hears objectionable material.

Code of Conduct for Acceptable Computer and Internet Use

Laptop Care and Use

Vandalism

Vandalism is defined as any deliberate, mischievous or malicious destruction or damage of property. If it is determined that a student has engaged in such activity with regard to the laptop and related equipment, systems and network, the result will be revocation of computer and network privileges, disciplinary action and/or legal referral if deemed necessary.

Accidental Breakage

Laptops that have been damaged accidentally or intentionally *beyond regular maintenance and repair* are *not* covered by extended warranty. Replacement of the laptop is the financial responsibility of the parent/guardian. Kearney | Golisano will facilitate ordering the replacement from the manufacturer. The Information Technology Center and/or the manufacturer will make the final determination if replacement is covered under limited manufacturer warranty, as well as determine assignment of financial responsibility.

Hardware or Software Malfunction

Students are responsible for inspecting and reporting malfunctions of hardware or software to the IT Center.

Laptops Undergoing Repair

Loaner laptops may be issued to students when they leave their laptops for repair, depending upon the extent of repair work, and duration of repair process.

A fee may be assessed for laptops that require re-imaging or repairs due to student negligence or violation of this document.

Inspection

Students may be selected at random to provide their laptops for inspection at any time. Students engaged in suspicious activity or found to be off-task during class lessons will have their laptops taken for inspection.

Code of Conduct for Acceptable Computer and Internet Use

Laptop Identification

Each student is required to have their name on their laptop, AC adapter, and plug. The school will provide name labels for that purpose; the laptops will also be linked to students via an electronic bar code system. Under no circumstances should a student remove or deface the serial numbers and bar codes on the laptop.

We also suggest that students take steps to identify the school-provided laptop cases using a self-purchased luggage tag or key chain, for instance. Bags are identical; with so many students carrying the same case it will be helpful for students to be able to identify their bags with ease.

Storing the Laptop at School

Laptops that are not being monitored by the student should be stored in their school lockers with the locker securely locked. Storage facilities are **NOT** provided in the gym. **Under NO circumstances should students leave their laptop unattended in the gym or any other area.** Unsupervised laptops will be confiscated by the staff and taken to the IT Center.

Laptops should not be brought to the cafeteria during lunch. Any laptop in the cafeteria before or after school should not be opened around food or beverages.

If a student needs to secure a laptop on school premises and cannot secure it in the locker for any reason, they can also bring their laptop to the IT Center for proper storage.

Storing the Laptop after School

Students are expected to take their laptops home every day after school, regardless of whether or not they are needed. If students are not able or not comfortable bringing their laptops home, they can bring their laptop to the IT Center for proper overnight storage.

Carrying Laptops

Laptops should always be carried in the protective case provided by the school. Students should never move their laptops while the lid (screen) is open. The carrying case is equipped to hold the laptop, accessories and a limited amount of books and supplies, but should not be overloaded. **If the laptop is left on while in the carrying case, do not store papers next to the laptop,** as they can block the fan and negatively affect the cooling of the laptop.

Bishop Kearney High School | A Golisano Education Partner

Code of Conduct for Acceptable Computer and Internet Use

Laptop Use

Students are responsible for ensuring their laptop is ready for classroom use each day. While some power outlets will be available in classrooms, laptops should be fully charged and able to access the Internet and the Kearney | Golisano network. Students must take their laptops to all classes, unless specifically advised not to by their teachers.

Originally Installed Software

The software originally installed by Kearney | Golisano must remain on the laptop.

Additional Software

Any additional software installations can only be added with written permission of the Kearney | Golisano IT Center.

Password Protection

In order to access the Kearney | Golisano Network, you must use the username and password that was issued to you. Passwords cannot be changed by the user; passwords will only be changed if a security problem occurs. Students should not disclose their password to any individual, including faculty or staff, unless directed to do so by an authorized network administrator.

Privacy and Security

- Do not go into chat rooms or send chain letters.
- Do not open, use, or change computer files that do not belong to you.
- Do not post name, personal address, phone number, or other identifying information to public sites.

Sharing Laptops

Students should not use or handle laptops that are intended for use by another student.

Academic Dishonesty

Kearney | Golisano has a firm policy regarding academic dishonesty that includes, but is not limited to, cheating, plagiarism, or any other action that misrepresents academic work as being one's own. Students are expected to demonstrate academic

Bishop Kearney High School | A Golisano Education Partner

Code of Conduct for Acceptable Computer and Internet Use

honesty in all coursework, and in using the computer, Internet, network and network systems, whether completed in-class or not, individually, or as part of a group project. Violations of academic honesty policies may result in disciplinary action as determined by the faculty and administration.

Internet and Email Use

E-mail

During and after school hours, email should only be accessed for school-related purposes. All e-mail is considered the property of Kearney | Golisano and is subject to inspection.

Printer Access

Students are not allowed to print at school, nor will they be able to install printers at home. However, *Kearney | Golisano will evaluate this policy and others 30 days from the beginning of the school year* to maximize student productivity with regard to internet and laptop usage.

Suggestions for printing of material include emailing it to your home account and printing from your home computer, or storing to a portable storage device and transferring the data to another computer which has a printer available.

Acceptable Internet Use

Users are responsible for ensuring that all Internet sites and material accessed are of an appropriate nature. Kearney | Golisano reserves the right to periodically check student e-mail accounts and conduct investigations if necessary. All Internet use is monitored and subject to inspection and review. Users are expected to avoid any material that is deemed inappropriate by Kearney | Golisano and should expect to have their access removed if such action is necessary.

Acceptable uses for Internet access provided to students include:

- To conduct research within the boundaries of reasonable material. Reasonable material is determined by Kearney | Golisano.
- To participate in collaborative projects with other students, faculty and staff.
- To communicate broadly and effectively with other students, faculty and staff.
- To publish work.

Unacceptable Internet Uses*

Bishop Kearney High School | A Golisano Education Partner

Code of Conduct for Acceptable Computer and Internet Use

Unacceptable Internet usage consists of:

- Use of non-school or any other public chat room is strictly prohibited.
- Downloading music or video files without faculty or staff permission.
- File sharing activity (e.g. Kazaa, WinMX, BitTorrent, and Limewire).
- Installing games onto the laptop, or bringing games into school on the laptop or removable or external media.
- Instant Messaging during school hours or class time.
- Videoconferencing or internet phone calls without faculty or staff permission.
- Sending e-mails that are unkind, damage the reputation of students, faculty or staff, or are anonymous, threatening, or harassing.
- Posting name, personal address or phone number, or other identifying information to public sites.
- Sending or displaying offensive messages or pictures.
- Using obscene language.
- Damaging computers, computer systems or network systems.
- Trespassing in another's folders or files.
- Using another's password or login name.
- Vandalizing hardware or software – vandalism is defined as any malicious attempt to destroy hardware or software.
- Attempting to access resources that are restricted, confidential or privileged.
- Using access for illegal acts.
- Attempting to disrupt network access.
- Causing damage to, or changing the operation or design of the network.
- Agreeing to meet someone met online without parental approval and under the supervision of an authorized adult.
- Plagiarizing information found on the Internet.
- Other forms of academic dishonesty or cheating by using the Internet and computers.
- Violation of any software agreements for software installed on the laptop.
- Posting web pages or other content without the consent of faculty or staff.
- Installation of unauthorized software or download of unauthorized files on school computers.

*The preceding list is not an all-inclusive list of inappropriate uses and activities. Kearney | Golisano network administrators reserve the right to add to this list without prior notification. Violations **will** result in a loss of access as well as other disciplinary or legal actions.

Disciplinary Actions

In the case of abuse of the above policies, the following disciplinary actions have been put into place. Violation of laptop policy, depending on the depth and range of the offense, can lead to disciplinary action beginning with parental / guardian notification, re-imaging of laptop, revocation of privileges,

Code of Conduct for Acceptable Computer and Internet Use

detention, suspension, or expulsion. A fee may be assessed if your laptop must be re-imaged or repaired in cases involving disciplinary action.

Bishop Kearney High School | A Golisano Education Partner

Code of Conduct for Acceptable Computer and Internet Use

As a student of Kearney | Golisano I have read and agree to follow the rules as found in this policy. I understand that if I do not abide by this policy my computer privileges will be canceled, and I may face other disciplinary or legal action.

Student Name

Student Signature

Grade

Date

As the parent or legal guardian of the minor student mentioned above, I have read and agree to the Code of Conduct for Acceptable Computer and Internet Use. I understand that if the minor student above does not abide by this policy computer privileges will be canceled, and my child may face other disciplinary or legal action, and I may bear financial and/or legal responsibility.

Parent/Guardian Name

Parent/Guardian Signature

Date