Westgate Community School - Adams 12 Five Star Schools
Electronic Use Agreement for Network, Internet, Email

1. Access provided to school electronic communications resources, including district electronic networks, are to be used only for educational research, educational communications, or instructional purposes. These resources shall not be used for any unauthorized purpose, including, but not limited to, commercial purposes, access to remote computers, without express permission from the building's technology coordinator, non-school related activities, or in any manner which violates Board or Superintendent policy/procedure.

Translation: Your school Office/Microsoft 365 account (email, Word, PowerPoint, etc.) account is only for schoolwork. It should only be used to communicate with other students, teachers, and parents about school- related work.

2. All electronic accounts assigned to a user must not be used by any other individual. Users are responsible for appropriate and authorized use of their accounts, including password protection and appropriate use of the school electronic communications resources. Obtaining another user's password; allowing friends, family, co-workers, or any other individual use of your or another user's accounts; or other unauthorized use of an access account, is a serious violation of this policy and will subject the account holder and/or other users to consequences.

Translation: You are responsible for your own computer account and the equipment checked- out/assigned to you. Do not let anyone else (except for your teacher or your parent) EVER use your account and DO NOT SHARE your password with other people. You are not allowed to use any other student's account or use their password either. Like a library book, if a piece of equipment is checked out to you, you are responsible for it until it is turned back in. Do not loan equipment to other people if it is checked out to you. You will still be responsible for it!

3. Users shall not create, display, transmit, or make threatening, racist, sexist, obscene, profane, or harassing language in email messages or attachments including broadcasting unsolicited messages, sending unwanted emails, or impersonating other users. Communications which disrupt or interfere with the educational process or school operations are prohibited.

Translation: THINK before you type. You cannot use school computers or software to view, make, write, or share anything that would be considered inappropriate, including words or pictures that could hurt other people.

4. Users shall not download programs from any source without permission. Computer software is protected by federal copyright law. In addition, most software is proprietary and protected by legal licensing agreements. Users are responsible for being aware of the licensing restrictions for any software used on the school/district electronic network and communications resources.

Translation: You cannot download games, music, movies, programs, or applications from the Internet or any other source onto school equipment. You are not allowed to install programs on school computers.

Only a member of the IT department can install approved, school related programs. You must observe all the laws about using only software that we own. You cannot make illegal copies of software or use pirated software on school computers.

5. Users shall not engage in activities to damage or disrupt the hardware or software associated with the school/district network and electronic communications resources, such as:

- Virus creation and propagation
- Storing non-school related files such as executables, music, video, etc. (exe, dll, mp3, mp4, m3u, zip, avi, mpeg, mov, etc.)
- Tampering with any software protections or restrictions placed on computers and/or computer networks.
- Use of the network to make unauthorized entry into other computational, communications, or information devices or resources (e.g., modifying or attempting to modify any student data).

Translation: Don't try to be destructive, or tamper with the computer to do things are blocked already, and don't try to get around the content filter.

6. Users shall not damage any physical or electronic property of the school or third parties such as school records or use the school/district electronic communications resources for illegal activities.

Translation: Be very careful with all school technology. It belongs to all of us! Use only the software and hardware assigned to you and use it correctly. Do not modify hardware or software that does not belong to you or that you have not been given permission and/or training to use properly.

7. Users who suspect the misuse of the school's electronic communications resources or violations of this Electronic Use Agreement shall notify a school faculty member or administrator immediately.

Translation: If you know that someone has misused the school's property, tell a teacher or other grown-up so that we can help!

8. Student email is provided by the school. Use or access of outside email (personal Outlook, Yahoo mail, Gmail, etc.), chat services or social media during school hours and/or using school equipment is against school policy and will result in revocation of computer privileges at school and/or further disciplinary consequences.

Translation: You can only use school approved software while you are at school. Do not go to social media or use private email while you are at school or on school computers.

9. The use of the school/district network and electronic communications is a privilege, not a right, and inappropriate use will result in cancellation of those privileges in addition to other disciplinary responses. Student communications and activities on the school/district electronic communications system are not private and may be reviewed, audited, intercepted, accessed, or disclosed by the school or District staff at any time, for any reason and without notice to the student. These actions may be taken concerning any activity completed on the system including, but not limited to, electronic mail messages received, sent, or created for any purpose on the system.

Translation: Using school computers, software, and other technology is a privilege, which means you are lucky to have them and get to use them. You do not have a RIGHT to use them and if you make bad choices, you will not be able to use them. Nothing you do at school is PRIVATE. School staff can see your computer,

documents, or chats at any time, so do not make or do anything you would not want your teachers and parents to know about.

10. You are a student, and school is your business – conduct yourself electronically as it is appropriate in every workplace. These are school computers, school networks and school provided email. You must use them for school and educational purposes only. Unapproved, videos, personal communication and entertainment are NOT to be done at school, or on school computers or school networks.

Translation: All computer use at school, must be school related. Also, any communication through chat or email must be school related. If you are unsure if something is okay, please ask a teacher.

11. Violators of this policy may be subject to disciplinary actions from suspension of privileges up to and including suspension or expulsion, restitution or payment of other damages and may constitute a criminal offense.

Translation: You can get in big trouble by misusing school electronics. In very serious cases, students can get sent home or kicked out of school for breaking the rules.

I UNDERSTAND THAT AS THE STUDENT AND/OR THE PARENT, I AM RESPONSIBLE FOR REIMBURSING WESTGATE COMMUNITY SCHOOL FOR ANY DAMAGES THAT OCCUR TO THE COMPUTER OR OTHER PHYSICAL OR ELECTRONIC PROPERTY OF THE SCHOOL

Student Name (please print legibly) _____   Date_____

Student Signature _____   Grade_____

Parent/Guardian Signature _____   Date_____

Tips for saving computer work, efficient repair, and avoiding computer damage and possible fees:

K-8:
- File a ticket anytime your computer isn't functioning properly. The teacher will fill out a tech ticket or instruct you to fill it out yourself.
- If you do fill out a tech ticket by yourself, be sure to use and check your Westgate email. They're usually replied to within a day, with a question about the issue.
- If a key comes off the keyboard – tell a teacher and give them the key and any other parts that fall off. The teacher will turn the parts in for you. They can usually be put back on in a few minutes and not be an issue, and no keyboard replacement is needed.
- If you lose your computer, tell a teacher right away.
- Leave all stickers on the machine.
- Unplug the charger or anything else plugged into the computer before transporting it.
- Don't pull on charging cords while they are plugged into the computer.
- Keep any card blanks in place. They keep things from falling into the computer and causing electrical shorts.
- If your computer has a DVD drive, don't remove it. They get lost and broken easily and must be replaced.
- Make sure you are signed into Office and OneDrive while on your computer, and that you have an internet connection. Any documents saved to your Desktop or Documents folder will automatically be uploaded to OneDrive when you are signed in and will be available on any computer you can access the internet from.

High School:
- File a ticket anytime your computer isn't functioning properly. Be sure to use and check your Westgate email. They're usually replied to within an hour, with a question about the issue or instructions on where to leave the computer for a repair.
- If a key comes off the keyboard – file a ticket about it and keep the key and any other parts that fall off and turn them in with the computer. They can usually be put back on in a few minutes and not be an issue, and no keyboard replacement is needed.
- If you lose your computer, file a tech ticket as soon as possible – the next school day is fine. If it happens on a weekend, be sure to check and see if it was left at school. If it wasn't, file a ticket as soon as possible on Monday.
- Leave all stickers on the machine.
- Unplug the charger or anything else plugged into the computer before putting it into a bag or transporting it.
- Don't pull the computer around by anything plugged into to computer. This damages ports and plugs and is not considered accidental when broken.
- When storing your charger, loosely wrap the wires around the charger. Wrapping the cord too tightly around the charger can break the outer shielding.
- Keep any card blanks in place. They keep things from falling into the computer and causing electrical shorts.
- Don't pull out the DVD drive. They get lost and broken easily and must be replaced. ($50 a loss)
- Make sure you are signed into Office and OneDrive while on your computer, and that you have an internet connection. Any documents saved to your Desktop or Documents folder will automatically be uploaded to OneDrive when you are signed in and will be available on any computer you can access the internet from.