

EAST DETROIT PUBLIC SCHOOLS: GRADES K-5 TECHNOLOGY CODE OF ETHICS & ACCEPTABLE USE POLICY

East Detroit Public Schools encourage and strongly promote the use of electronic information technologies for educational endeavors. The district provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in technologically rich environment and assist them to become responsible, self-directed, life-long learners. Reference to the District network means all district-owned technology.

Privileges and Rights

- The use of electronic equipment at school is a special privilege. I can use these tools to enhance my educational experiences.
- I will take responsibility for my behavior while using the equipment.
- When using the equipment, I will always tell the truth.
- If I find a problem, I will tell an adult.
- I will try my best to produce quality work to share with my teacher, family and friends.

Guidelines Hardware/Software

When using hardware/software:

- I will take care of the hardware/software.
- I will only login using my assigned computer id and will keep my password secret.
- I will always ask if I can use the equipment.
- I will only use the software that is provided by the school.
- I will let my teacher know if the equipment is broken or not working.
- I will let my teacher know if someone is not using the equipment properly.
- I will use hardware/software applications for the intended purpose.

Internet Guidelines

When using the Internet:

- I will only go on the Internet with my teacher's approval.
- I will only use the Internet for school projects.
- I will let my teacher know if I find any information that makes me feel uncomfortable.

Consequences for Misuse of School Equipment

If I do not follow the rules or my teacher's instructions this may happen:

- I may receive a warning.
- I may lose my computer privileges for an amount of time that he/she decides is appropriate.
- I may have my parents contacted.
- I may be assigned discipline points and discipline consequences, including suspension.

NOTE: Intimidation directed at another person and witnessed (cyber bullying), a serious threat or implied threat to do bodily harm or is libelous electronically regarding staff or students, whether on campus or off campus, "on the clock or off the clock" violates the District Technology Code of Ethics and Acceptable Use Policy. Disciplinary action will be taken.

Agreement

I, _____, will follow the rules of the Elementary Technology Code of Ethics and Acceptable Use Policy. If I break the rules, I know my technology privileges will be taken away and appropriate discipline will be administered.

Signature of Student

Date

Parent consent: I have read and reviewed with my child the East Detroit Public Schools' Grade K-6 Technology Code of Ethics & Acceptable Use Policy and realize that use of the equipment is a privilege for my child. I am aware of the District's rules regarding my child's use of technology on school premises. I understand that my child will lose user privileges and be disciplined according to the "Discipline Point System" for violating the District's Grades K-6 Technology Code of Ethics & Acceptable Use Policy.

Signature of Parent

Date

EAST DETROIT PUBLIC SCHOOLS: GRADES 6-8 TECHNOLOGY CODE OF ETHICS & ACCEPTABLE USE POLICY

East Detroit Public Schools encourage and strongly promotes the use of electronic information technologies for educational endeavors. The district provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in technologically rich environment and assist them to become responsible, self-directed, life-long learners. Reference to the District network means all district-owned technology.

Privileges and Rights

The use of electronic equipment at school is a special privilege. I can use these tools to enhance my educational experiences. I will enjoy this privilege by:

- producing quality work to share with my teacher, family and friends.
- taking responsibility for my behavior while using the equipment.
- informing the teacher of any problems I may experience.
- informing the teacher of any equipment that is not functioning properly.

Hardware/Software Guidelines

- I will follow the proper procedures for caring for the equipment.
- I will only login using my assigned computer id and will keep my password secret.
- I will be responsible for the equipment that I am using.
- I will only use software that is approved by the school district.
- I will use hardware/software applications for the intended purpose.

Internet Guidelines

- I have the right to access the Internet to facilitate learning and personal growth in technology information gathering skills, and communication skills.
- I will only go to Internet sites that my teacher has approved.
- I will only use the Internet for school projects.
- I will let my teacher know if I accidentally find any information that makes me feel uncomfortable.

Consequences for Misuse of School Equipment

If I do not follow the rules or my teacher's instructions this may happen:

- I may receive a warning.
- I may lose my computer privileges for a determined amount of time that he/she and/or principal decide is appropriate for the misbehavior.
- I may have my parents contacted.
- I may be assigned discipline points and discipline consequences, including suspension.

NOTE: Intimidation directed at another person and witnessed (cyber bullying), a serious threat or implied threat to do bodily harm or is libelous electronically regarding staff or students, whether on campus or off campus, "on the clock or off the clock" violates the District's Technology Code of Ethics and Acceptable Use Policy. Disciplinary action will be taken.

Agreement

I, _____, will follow the rules of the Grades 7-8 Technology Code of Ethics & Acceptable Use Policy. If I break the rules, I know my technology privileges will be taken away and appropriate discipline will be administered.

Signature of Student

Date

Parent consent: I have read and reviewed with my child the East Detroit Public Schools' Technology Code of Ethics & Acceptable Use Policy and realize that use of the equipment is a privilege for my child. I am aware of the District's rules regarding my child's use of technology on school premises. I understand that my child will lose user privileges and be disciplined according to the "Discipline Point System" for violating the District's Grades 7-8 Technology Code of Ethics and Acceptable Use Policy.

Signature of Parent

Date

EAST DETROIT PUBLIC SCHOOLS: GRADES 9-12 TECHNOLOGY CODE OF ETHICS & ACCEPTABLE USE POLICY

East Detroit Public Schools encourage and strongly promotes the use of electronic information technologies for educational endeavors. The District provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them to become responsible, self-directed, life-long learners. Reference to the District network means all district-owned technology.

Privileges and Rights

1. Students have the right to access the District network to facilitate learning, diversity, personal growth in technology, information gathering and communication skills.
2. Students are responsible for the integrity of their account. Misuse or sharing of their account with others may result in the loss of access privileges.
3. Students will not use their network access to obtain, view, download, or otherwise gain access to offensive or objectionable materials.
4. Each student is responsible for all material received and stored under his/her user account. The District reserves the right to access any materials stored in files.
5. Students may not load, store, or use unapproved software on the district network.
6. The District reserves the right to log computer use and to monitor file space used and to limit that space.
7. The District reserves the right to remove a user account on the network to prevent unauthorized activity.
8. The District reserves the right to log Internet use.
9. It is the intent of the District to maintain reliable network services. However, loss of files, information, data, or time may happen, in which case the district is not liable.
10. Any transfer of files either electronically, via CDs, DVDs, USB and/or USB drives must be virus free. Should a student transfer a file, shareware, or software which infects the District network with a virus which causes damage, the student will be liable for any and all repair costs to make the District network once again fully operational or virus free. The student may also be subject to other disciplinary measures as determined by the District.

Failure to abide by these guidelines may result in the suspension or elimination of access to the District's network.

Consequences for Misuse of School Equipment

If I do not follow the rules or my teacher's instructions this may happen:

- I may receive a warning.
- I may lose my computer privileges for a determined amount of time that he/she and/or principal decide is appropriate for the misbehavior.
- I may have my parents contacted.
- I may be assigned discipline points and discipline consequences, including suspension.

NOTE: Intimidation directed at another person and witnessed (cyber bullying), a serious threat or implied threat to do bodily harm or is libelous electronically regarding staff or students, whether on campus or off campus, "on the clock or off the clock" violates the Technology Code of Ethics and Acceptable Use Policy. Disciplinary action will be taken.

EAST DETROIT PUBLIC SCHOOLS: SECONDARY TECHNOLOGY CODE OF ETHICS & ACCEPTABLE USE POLICY

East Detroit Public Schools encourage and strongly promotes the use of electronic information technologies for educational endeavors. The District provides student access to information resources available in a variety of electronic formats for the development of information management skills. Together these allow learners to access current and relevant resources, provide the opportunity to communicate in a technologically rich environment, and assist them to become responsible, self-directed, life-long learners. Reference to the District network means all district-owned technology.

East Detroit Public Schools' students have the privilege to use technology resources which include: 1) network computers and software programs, 2) access to the Internet, and 3) video and media production equipment. The equipment is utilized to enhance students' learning experiences, obtain information, and provide additional skills in the areas of technology and computers, including the development of information management skills. Students are expected to act in a responsible, efficient, ethical, and legal manner set forth in the statements below. Failure to abide by any of the following statements will result in the revoking of the student's privileges to use the school's equipment and / or have access to the Internet. School disciplinary actions will apply as defined and outlined in the *East Detroit Public Schools Discipline Point System*.

1. I will treat all technology equipment with respect and proper care
2. I will not access computer files other than my own. I will not intentionally search, copy, modify, or delete files or data belonging to another user or to any software program. This applies to network drive, local drive, or system configuration
3. I will not attempt to copy, send, or receive programs in violation of copyright laws
4. I will not access the computer network or the Internet using any name or ID other than my own as authorized by East Detroit Public Schools
5. I will not attempt to use the local area network or the Internet in a way that hampers its use by others
6. I will not introduce a computer virus, or damage computer hardware or software components
7. I will not intentionally create materials, programs, or files that would harass other users
8. I am responsible for appropriate use of the Internet, and will utilize it only for school related projects and research. It is not to be accessed for commercial or private use
9. I will not access areas of the Internet unless instructed to do so by a teacher or staff member. I will not download or upload files or send e-mail unless permission is given by a teacher or staff member
10. I will not use the computer network or the Internet for financial, commercial, or illegal activities
11. I will not attempt to access areas on the Internet which violate the rights of others; are considered indecent, abusive, profane, violent, or sexually or racially offensive
12. I will not use, create, or publish any information that is considered indecent, abusive, profane, violent, sexually or racially offensive.
13. I understand that all information published on the Internet becomes public domain
14. I understand that Federal mandates require East Detroit Public Schools to filter Internet access to block inappropriate web sites, and that it is impossible to block 100 % of these sites.

AGREEMENT

I, _____, understand the expectations of the Secondary *Technology Code of Ethics & Acceptable Use*. I realize if any of the rules are violated, my user privileges, and/ or access to the Internet will be taken away and discipline administered according to the *East Detroit Public Schools' Discipline Point System*.

Student Signature

Date

PARENT CONSENT: I have read and reviewed with my child the East Detroit Public Schools' Acceptable Technology Use Agreement for Secondary School Students and realize that use of the equipment and access to the Internet is a privilege for my child. I am aware of the District's rules regarding my child's use of technology on school premises. I understand that my child will lose user privileges and/or access to the Internet and be disciplined according to the *East Detroit Public Schools Discipline Point System* for violating the *Secondary Technology Code of Ethics & Acceptable Use Policy*.

Please sign to acknowledge you have read this agreement. Any parent who does not want their child to use the Internet at school should check below.

Parent /Guardian Signature

Date

I do not want my child to have Internet access at school

