

**Irvington High School
Computer Use Agreement
2019-2020**

GENERAL POLICIES: Persons who use school-owned computers at IHS will conform to the following general policies. It is each user's responsibility to be aware of these restrictions and limitations. If there is any doubt regarding the legitimacy or authorization of any action, please check with a teacher in advance. Users are expected to maintain high ethical standards, and to be courteous to other system users at all times.

EDUCATIONAL USE: School computers are intended for educational purposes only. Users will not play games, chat, or access social networking sites on the computers, or use the systems in association with inappropriate text material or graphic images. Electronic communication systems will not be used for trivial purposes, and offensive, obscene, or harassing messages are strictly prohibited.

RESPECT FOR PRIVACY: Accounts on the computer systems at IHS are considered private. Users will not look at, read, modify, or remove files, mail, or network traffic owned by any other user without explicit permission from the owner. Realistically, however, it is also true that the school network cannot be considered secure. Therefore, any sensitive or extremely important files will not be kept on our systems.

PERSONAL RESPONSIBILITY: Accounts are assigned to an individual user who will maintain system integrity by upholding basic guidelines. Account access will not be shared with anyone. Passwords will remain secret, and will conform to recommendations in order to minimize break-in potential. Although attempts are made to avoid catastrophic events, users are encouraged to frequently back up important files on their own media. It is each student's responsibility to keep his or her own log-in and password information confidential.

COOPERATIVE ASSISTANCE: The computers available for student use at IHS will be operated for the mutual benefit of all concerned, and those who use the facilities are expected to assist in the successful operation of the lab. Users will report any security holes or potential problems to appropriate school personnel.

COURTEOUS & ETHICAL BEHAVIOR: Users will be courteous and ethical in all actions. Users will never deliberately attempt to disrupt, encrypt, or otherwise interfere with the work of any other user or administrator. Students will be considerate when using scarce system resources, such as Internet access, CPU time, dial-up modems, and graphics displays. Users may not save files onto school hard drives; instead, they must furnish their own flash drive for storage purposes. Any student files found on school hard drive will result in the system administrator deleting the drive. Users will be polite when using electronic communication systems, and will clearly identify themselves by name and/or login. Users will not use computers to harass, or otherwise disrupt the education or job of a student or staff member.

LEGAL RESPONSIBILITIES: Users will follow all Fremont Unified School District regulations as well as pertinent local, state, and federal laws. Strict copyright guidelines are to be followed at all times. The general copyright policy used at IHS is in strict accordance with state and federal laws. It specifically includes, but is not limited to, the following:

- The only software to be used on systems in school is those products for which IHS owns a valid license. Therefore, student users will not install any software on school computers.
- Copying software products from I.H.S. computer systems are theft. Users will not pirate, copy, or make backup copies of any commercial software products.

COMPUTER ABUSE: The improper use of computers is generally referred to as computer abuse. The school will restrict or terminate any user's access, without prior notice, if such action is deemed necessary to maintain computing availability and security for other users of the systems. Other disciplinary action may also be imposed. Computer abuse includes, but **IS NOT** limited to:

- Tampering with or obstructing the operation of any computer system accessible through IHS's network connections, or attempting to do so.
- Inspecting, modifying, distributing, or copying data or software without proper authorization, or attempting to do so.

USING APPROPRIATE CREDENTIALS: Students and staff members are assigned a unique log-in for the purpose of accessing the Irvington Network, wireless Internet, or School loop. Using another student or staff member's user name or password is considered computer abuse.

Students who use any other person's credential to access the Irvington Network , a Teacher Account, the wireless Internet, or School loop, may be subject to school discipline including suspension or expulsion. Severe violations of the technology use policy result in police reports.