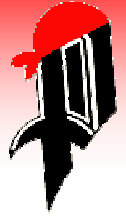


Pewaukee Public Schools

Asa Clark Middle School
472 Lake Street
Pewaukee, WI 53072



Acceptable Use Policy 1:1 Teaching and Learning Initiative

Rules and Appropriate Usage

The laptops issued to students are the **property of Pewaukee Public Schools (PPS)**. The issue of a laptop to each student is a privilege, not a right. This privilege can be revoked. Before issued a laptop for use at school and/or home, students and parents or guardians must sign this Acceptable Use Policy and the 1:1 Laptop Student Expectations form.

Students are responsible for appropriate behavior when using their laptops when in a classroom or in the school hallways. General school rules and expectations apply to the use of the laptops, both at home and within the school.

The following rules apply to the use of the computer technology of Pewaukee Public Schools, including the laptops:

The Pewaukee Public Schools encourages the use of the network, including the Internet, as a tool for research and education. The network, like any other school property, must be used for the educational purposes for which it was intended. Technology users are expected to follow basic rules of courtesy and common sense when accessing electronic information, so that the network, including the Internet, continues to be a valuable source of information for all individuals. A \$10.00 technology consumables fee will be assessed each student each year.

1. Students must have a permission slip signed by a parent/guardian on file with the District to use the network and to use the Internet.
2. The District's technology is to be used for educational purposes only.
3. On-line time must be used wisely to allow equitable access for all users.
4. The use of vulgar, suggestive, or otherwise inappropriate language will not be tolerated.
5. It is a violation to share a password with anyone else.
6. Engaging in activities that are pornographic or drug related will result in automatic termination of your network/Internet privileges. Suspension or expulsion may result from inappropriate use.
7. The transmission of unwanted or inappropriate e-mails is considered harassment and will be dealt with as such.
8. The use of the District's technology must not violate existing policies of the Pewaukee Public Schools.
9. Chat lines, bulletin boards, forums, etc. may not be accessed by students without prior consent of a teacher or person monitoring the Internet use.

Students will have access to computers in classrooms and the library, and are expected to use computers with care. Students will use District technology for appropriate educational purposes only. Improper uses of computers include, but are not limited to, the following:

1. Changing, altering, bypassing, or attempting to bypass any computer security measures, including.
2. Getting past filtered Internet sites.
3. Downloading or installing applications on the District computers.
4. Attempting to hide files or activity on the computer.
5. Undermining, subverting, hacking, or cracking the network or its computers.
6. Destroying, defacing, or altering computer equipment.
7. Deleting or modifying files not belonging to the student.
8. Attempting to access any account belonging to other students, faculty, or staff.
9. Introduction or attempting to introduce malicious software such as: viruses, Trojan software, spy ware, or other malicious software onto District owned computers or networks. Possession of malicious software items while at school, on the District network, or transferring to the District network will be considered a violation.

Any infraction of the above will result in a minimum two-week loss of Internet privileges with possible removal from all computer access and/or expulsion, and/or legal proceeding depending on the severity of the infraction.

Pewaukee Public Schools reserves the right to monitor all District technology use. The District also reserves the right to search Internet accounts accessed with school equipment without permission if it is felt that illegal or otherwise inappropriate use of technology is occurring. Improper use of District technology will result in fines, loss of network/Internet privileges, suspension, or expulsion as deemed appropriate. (Board of Education Policy #6500.09)

Responsibilities

By signing this agreement, students and parents or guardians agree to:

- Submit their laptop to school authorities upon request. Such a request may be made in order to ensure laptops do not contain any unapproved software or files, as well as to check browser histories and caches.
- Leave their laptops at school for school breaks extending more than 3 days, and over the summer for regular maintenance and upgrading. The process of upgrading will entail reformatting each laptop.
- Annually back up student files prior to the summer maintenance; any files left on the laptops will be erased over the summer.
- Accept monitoring of student usage of the laptops at any time, when requested by school personnel (teachers or administration). Students and parents need to be aware that files stored locally on the laptop or on school servers are not private.
- Charge their laptops overnight each night to ensure that they are fully charged for classes the next day. Just as students are expected to be prepared for class by having all required materials, students must have a charged laptop available to them at the start of each day.
- Protect the laptops from damage and theft. Required precautions include the use of the protective sleeve when transporting the laptop to and from school. If the laptop is lost or stolen when outside of school grounds, it should be reported to the local police authorities and ACMS personal immediately. Parents or guardians are financially responsible for any lost or stolen laptop that is not recovered in good working order by the authorities. (District Policy No. 3400.09)
- If the damage is wanton, willful or purposeful, the parents or guardians will pay the full repair/replacement cost of the laptop, protective sleeve and/or AC power adaptor.

Parents/Guardians are encouraged to obtain their child’s log-in and password in order to monitor the student’s computer usage at home. If parents have any difficulties receiving this password, they should contact the Asa Clark Middle School office for assistance. When the laptops are taken home by the student, it is strongly recommended that it will always be used in a common family location so that adult supervision can be maintained at all times.

Consequences for Breaches of this Acceptable Use Agreement

In the event a student breaches any part of this Acceptable Use Agreement, there will be consequences imposed by the school per the 1:1 Laptop Student Expectations form. Each situation will be considered independently and consequences will range from a discussion about the rules and expectations regarding laptop usage, to a complete withdrawal of access to all computer technology.

After reading the above-stated rules with your child, please sign the form below and return it to school.

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User Agreement and Parent Permission Form

As a user of the PPS computer network and recipient of laptop, I hereby agree to comply with the above stated rules and responsibilities, while honoring all relevant laws and restrictions.

Student’s Name (PRINT) _____

Student’s Signature _____ Date _____

As the parent or legal guardian of the minor student signing above, I grant permission for the student named to access networked computer services and school computer hardware. I understand that I may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for the student named to follow when selecting, sharing, or exploring information and media.

Parent/Guardian Signature _____ Date _____