

STUDENT COMPUTER/NETWORK USE POLICY

Lancaster School District maintains local area networks within each building and a wide area network connecting the two sites that comprise the school district. The district technology staff maintains these networks, including hardware and software. To ensure that these networks, including hardware and software, are in proper working condition for use by district students, we must have certain user restrictions.

User Expectations and Guidelines

The use of the school's computers and networks is a privilege for students who agree to act in a considerate and responsible manner while logged on to the system. All computer/network use may be subject to monitoring by authorized district staff.

User Responsibilities

Students are responsible for:

1. Their own actions while using the school's computers and networks.
2. Using the school's computers and networks in a way consistent with the district's educational goals and utilizing educationally suitable resources.
3. Ensuring that no one knows any of the passwords they set up.
4. Remembering the passwords they set up and changing them when asked to do so.
5. Using time wisely to ensure maximum access for all users and logging off the system when asked to do so.
6. Logging off the system when you are finished.

Prohibited Activities

1. Using the school's computers and networks in ways which violate school policies and behavior standards.
2. Using the school's computers and networks for any illegal activity including violation of copyright or other laws.
3. Retrieving someone else's work/paper and handing it in as yours.
4. Using the school's computers and networks for personal, financial or commercial gain.
5. Damaging, degrading or disrupting equipment or system performance. (This includes, but is not limited to, changing computer settings, damaging any physical part of the system, removing serial number labels from computers, or deleting any software or files not belonging to you from the computers or network.)
6. Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
7. Gaining unauthorized access to resources or entities.

8. Saving information to the hard drives of the district's computers.
9. Installation of any software.

Penalties for Violating Computer/Network User Expectations and Guidelines

The use of the school's computers and networks is a privilege and users should take personal responsibility for their behavior while using them. Penalties for those who violate the user expectations and guidelines will be administered based on the severity and frequency of the offense. The school administration and/or school board may assign penalties.

Such Penalties May Include, but are not Restricted To:

1. Loss of computer/network access for one month for first offense.
2. Loss of computer/network access for second offense.
3. Disciplinary or legal action including, but not limited to, criminal prosecution under appropriate state and federal laws.
4. May be subject to suspension or expulsion.
5. Students and parents must read and sign another Student Computer/Network Use Policy before having computer/network privileges reinstated.