

# CENTRAL KITSAP HIGH SCHOOL

## Student Computer Network, Internet, and Gagle e-Mail Use Agreement

*Students must be familiar with the Student Computer-Use Rules given below and agree to abide by them in order to use the computer resources at Central Kitsap High School. These rules support District policy contained in the Internet Acceptable Use Policy, Attachment to 2022P.*

### COMPUTER LABS

- A teacher or staff member must always be present when students are in the lab. Students are not to enter unattended labs.
- Absolutely no food or drink is allowed in the lab (including water, candy and gum).
- Before you leave: Exit all programs, log-off the network, and straighten up the work area for the next user.

### STUDENT NETWORK ACCOUNTS

- Student must safeguard their accounts by keeping their password secret.
- Students are responsible for activity that occurs on their account.

### STUDENT COMPUTER USE RULES

- Computers are for educational use only.
- Students must respect the rights of other students to use computer equipment.
- Students may not use another student's account.
- Students may not interfere with another student using the computer.
- Students must treat the computer equipment with respect.
- No changing the configuration of the equipment.
- No vandalism, rough use, writing (or making marks) on the equipment
- No removal or alteration of equipment components.
- No downloading of files of any kind from the internet without instructor or staff permission.
- Students may not load software onto Central Kitsap High School (CKHS) computers.
- Students may not buy or sell merchandise or services using CKHS computers.
- Students may not lobby for/against political issues nor endorse/oppose candidates for public office on CKSD's public web server.
- Students may not play games, listen to audio CD's or view streaming videos on CKHS computers, unless instructor or staff permission is granted, and it is part of an adopted curriculum or school authorized event.
- Students may not access or attempt to access chat rooms, instant messenger programs, "My Space", blogs, other forums, or journaling sites on CKHS computers.
- Students may not access or attempt to access personal e-mail accounts on CKHS computers.
- Students may not access or attempt to access inappropriate Internet sites (pornography, weapons-related, hate, gaming, etc.)
- Students may not access or attempt to access the Internet during class without instructor or staff permission.
- **Students may not attempt to circumvent CKSD's security and filtering system by use of proxy servers or any other means.**
- Students must report any abuse of computer resources to a teacher, administrator, or other staff member.
- Students should limit printing to three pages without staff permission.
- The Central Kitsap School District reserves the right to disable/remove a user account from the network to prevent further unauthorized or inappropriate activity.

Failure to use the CKHS computers in a responsible manner will result in disciplinary action(s) and students may have their **computer use privileges** suspended or permanently revoked.

### ACCESSING THE INTERNET AS A RESOURCE FOR LEARNING

At Central Kitsap High School (CKHS), access to the Internet is provided to support the educational, informational, and research needs of staff and students. Because not all information on the Internet is appropriate for the school setting, CKHS has an Internet policy and specific procedures to make certain that this educational resource is used responsibly. While no filtering software is 100% effective, software and technology is in place across the District to help make Internet use as appropriate as possible. Failure to use the Internet in a responsible manner will result in disciplinary action(s) and the student may have their **Internet privileges** suspended or permanently revoked.

### ACCESSING GAGGLE STUDENT E-MAIL AS A RESOURCE FOR LEARNING

Starting the 2009-2010 school year, students will not be able to access personal e-mail accounts (i.e. Hotmail, Gmail, Yahoo, etc.) from CKSD computers. Central Kitsap High School (CKHS) would like to provide each student with a filtered/monitored email account to facilitate better communication between students and staff, and to model and monitor appropriate and responsible use of electronic communications.

To accommodate email accounts for students at CKHS, CKHS uses an e-mail service (free to our students) called Gaggle. Gaggle software provides filtering of student accounts and blocks inappropriate content in text and graphic form. These accounts can be accessed from home, via the internet, or school but are **not private**. They may be viewed by school administration (including their teachers) or Gaggle representatives. Initially no restrictions will be placed on who the student can send e-mail to or receive e-mail from, how many e-mails can be sent or received per day, or the number of recipients an e-mail can be sent to. **These restrictions are subject to change at any time by school administration on a school wide or student-to-student basis.**

What will your student get their Gaggle.Net e-mail account: Inbox, Delete Box, Sent Box, and commands that allow you to read mail, print messages, reply, forward, write new messages, add attachments, gather names in an address book, and online file storage. Online file storage and file sharing is available through Gaggle.Net's Digital Locker feature which provides each student with 100 megabytes of space that can be used for either email or online file storage. Just as you need to protect your network account from another person using it, so you need to protect your student Gaggle e-mail account from others using it. You are responsible for keeping your Gaggle e-mail account secure. This means:

- Choose a password that is secure (difficult for someone else to figure out).
- Never share your password with someone else.
- An e-mail account is only to be used by the person to which it is assigned. Don't allow someone else to use your account after you have logged in.
- If you believe your password has been compromised (learned by others) change the password.
- Please contact the Building Technology Coordinator if you have been locked out of your account.
- You will be held responsible for any activity that occurs from the use of your account.

Rules that govern our speech at school also govern our electronic communication via e-mail. Do not put in an e-mail anything inappropriate or anything you would not want made public. Profane, pornographic, sexually suggestive, rude, hateful and threatening remarks are not acceptable in school conversations and correspondences; neither are they appropriate in e-mail. Be sure to be careful in your choice of words and meaning. Remember, **ALL** e-mail is filtered and viewable by school administrators and teachers. **As with all of your interaction on the Internet, NEVER give out personal information (your name, address, phone number, etc.) and NEVER give out your social security number or credit card information without parent permission.**

Helpful E-Mail Tips:

- Your Gaggle e-mail account is intended for academic use only. Your e-mail account **MAY** be used to support class work or other valid academic uses. Save personal conversations for face-to-face communications.
- Be careful about sending an e-mail about something you are emotional over. The reader can't see your facial expressions and body language and you may come across much stronger than you intended.
- Use of capital letters is viewed by many as shouting, and while it may emphasize a point you want to make, it can also turn people off because they may think you are yelling at them.
- Keep e-mails brief and to the point.

**CKHS HAS CHOSEN TO PROVIDE A COMPUTER NETWORK ACCOUNT, INTERNET ACCESS, AND GAGGLE STUDENT E-MAIL ACCOUNT FOR ALL STUDENTS UNLESS A PARENT NOTIFIES THE SCHOOL THAT THEIR CHILD MAY NOT.** The following is the process that must be completed prior to giving a student access to the **CKHS Student Computer Network, Internet, and Gaggle e-Mail Use.**

1. Parents and students are asked to read and discuss the **CKHS Student Computer Network, Internet, and Gaggle E-Mail Use Agreement**.
2. Parent and Student must confirm they have read the **CKHS Student Computer Network, Internet, and Gaggle E-Mail Use Agreement**.
3. Students who inappropriately use their **CKHS Student Computer Network, Internet, or Gaggle E-Mail account** will be disciplined **and** may have their access to any or all of these privileges revoked.

Questions about this information may be addressed to Tim Mahaney the Central Kitsap High School Building Technology Coordinator at 662-2400