



Acceptable Use Policies for Laptop Computers 2009-2010



Read Carefully—Your Response is Required

Acceptable Use: Our enthusiasm for the opportunities electronic resources have created has not in any way lessened the commitment to making sure that these resources are used for purposes related to the educational mission of Covenant Day School. Accordingly, the purpose of Internet and other electronic resources is to support the school's educational mission. Consequently, student use of these resources at school must be for matters directly related to one's academic or approved extra-curricular obligations at Covenant Day School. Although we desire to take advantage of these resources whenever possible, tablet computers will not be used all the time or in all classes. They will be used as deemed appropriate and beneficial by the classroom teacher(s).

While it is impossible to prevent the truly determined from accessing some questionable material, short of not providing these resources at all, we have established the following policies to make sure these resources are used appropriately:

- **Be Private:** If you find yourself in communication with somebody or some organization on a 'net' site off campus, do not reveal personal information about yourself without permission from teachers or your parents and never reveal information about other people when you communicate on the Internet to sites outside CDS. Within the CDS network, however, anonymity is not allowed, i.e., state your full name when communicating to another within our network.
- **Be Prudent:** Never answer inappropriate messages from strangers who contact you over the Internet and never arrange meetings with strangers who may attempt to contact you.
- **Be Presentable:** Always be polite and respectful to people with whom you are communicating. Take pride in the correctness of your grammar and spelling and the clarity of your phrasing.

Usage:

- Conduct on the computers is to reflect and be consistent with Christian ethical and moral principles and precepts and is to be consistent with the high standards of character and conduct expected of all students and faculty and is to be in compliance with all school policies and standards. Misuse of the tablet computer will result in disciplinary action at the discretion of the administration. This includes, but is not restricted to, access to inappropriate websites and inappropriate use during class time (playing games, Skyping, or sending IM or e-mail messages).
- Any material transmitted from a student tablet computer must be appropriate. Do not access or transmit material that is profane, abusive, or otherwise questionable. Students should not use email or other electronic means to harass, threaten, ridicule, or in any other way demean another student or staff member. Students should refrain from sending material in violation of local, state, or federal laws.

- Material obtained through research on the Internet and then used in academic work at CDS must be properly documented. (Do not plagiarize.)
- Students are to establish and maintain secure passwords that protect the privacy of the information on their computers and their e-mail accounts. Students are to respect the need for this security/confidentiality and are to make NO efforts to bypass security systems and gain access to information that they do not have a right to see. Likewise, the school will have information on the server that is not open to the public. Students are NOT to make any effort to bypass security systems and/or gain access to this information. Students may not have (or help other students to have) programs on their computers that seek to “hack,” “sniff”, “crack passwords”, or utilize Web Proxy Servers.
- Sound must be turned off while in use at school, except when it is being used as a part of the class.
- Skype is not to be used during school hours.
- Computers may not be used to make sound recordings without the consent of all of those who are being recorded.
- The school strongly recommends that students make every reasonable effort to avoid viruses and spyware. Be cautious in loading software, sharing disks, and opening attachments via e-mail.
- There shall be no copyright law violations. The simplest rule to follow is that software, programs, or music that you have not purchased should not be installed on your computer.
- Any program or personal software that interferes with function at CDS or that causes undue technological support time (such as a program that changes network encryption requiring constant network support) must be removed.

Scope of Support by Technology Department of CDS:

1. The Technology Department of CDS will only provide hardware and software support for laptop computers purchased for school use while the student is enrolled and attending CDS and we can only support each model through its 4-year rotation (2-year for the HP Netbook). The supported models this year are; Toshiba M-7 (supported until spring 2010), Toshiba M-400 (supported until spring 2011), Toshiba M-700 (supported until spring 2012), Toshiba M750 (supported until spring 2013) and the HP Netbook (supported until spring 2011 with possible extension to 2013 depending on durability). Support will be provided on a limited basis during school vacations as staff is available.
2. The Technology Department will handle any and all hardware warranty and CDS network issues for supported laptops. This includes initial setup of network connectivity while on campus, but does NOT include wireless network setup for home networks, or support and setup of home filtering programs or firewalls. A remote version of our Websense filtering software will be pre-installed on each student laptop which will filter the students on and off campus. This filter is NOT individually customizable by the parents. After school Internet access will be slightly less restrictive than it is during class time. The remote filter will only be removed at the parent’s request. Most other home filters will not work properly while on campus and will interfere with the student’s ability to connect to the Internet for class work.
3. The Technology Department will be available to re-image a laptop in the case of software issues. It is imperative that students maintain a regular back-up schedule and back-up all critical data on their own to personally-owned storage devices.
4. Theft coverage only applies to CDS supported laptops (not 3rd party machines) and will require an insurance claim. The student (or parent) should report theft of the laptop immediately to the Technology Department. Theft of a laptop will only be covered if it is stolen from a locked and secure location, and a police report filed. Forced entry must be evident and noted on the police report. Students are expected to secure the laptops the same as they would any other valuable (i.e. digital camera, cell phone, etc.) There will be a \$100 deductible per incident. Replacement value due to theft will be determined by the current value of the laptop at the time it was stolen.

To Be Signed By Parents and Students

This form must be signed by both parents and students and turned in BEFORE the student can be allowed to connect to the CDS network.

I have read the school's policies regarding the use of the school's electronic and computer resources. I pledge to adhere to these policies, and I understand that violation of these policies will lead to disciplinary action and the possible loss of computer privileges at school.

I understand that the licensing for the following software programs belongs to Covenant Day School as part of our educational volume licensing agreements. At the time the student graduates or withdraws from Covenant Day, these software programs must be uninstalled by the technology department at CDS and the laptop will need to be disconnected from the CDS network:

Microsoft Office 2007

McAfee Antivirus

Websense Remote Filter

OneNote 2007 (HP Netbooks only)

In the event that the student receives a loaner laptop from the school for any reason, the student assumes all risks of loss or damage to the loaner equipment from any cause not covered by the casualty insurance or computer warranty, and agrees to return the loaner unit it to CDS in good operating order, and in the condition received, with the exception of normal wear and tear.

I understand and agree to the conditions of hardware and software support by the Technology Department of CDS.

The SIGN-OFF page attached to the Parent/Student Handbook must be signed by both student and parent and turned in to the CDS Technology department before the student will be given access to the CDS network.