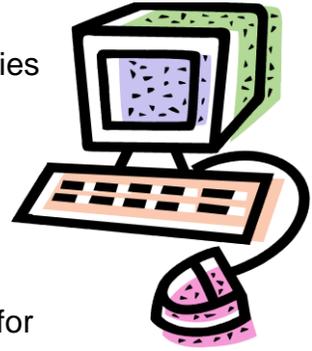


Hayfield Community Schools

COMPUTER USE HANDBOOK – 2016-2017

Student Access to Computers:

Computers are located in the computer lab, the library, and most classrooms. No student is to use a computer in any of these facilities without permission of the faculty person in charge of the room. These computers are to be considered as educational tools, not toys.



HS Computer Lab (Room 33):

The Computer Lab contains 32 computers. These computers are for classroom teachers to sign out for course work.

HS Computer Lab (Room 2):

The Computer Lab contains 24 desktop computers. These computers are for classroom teachers to sign out for course work.

HS Bus. Ed. Computer Lab (Room 3, 4):

The Computer Lab contains 42 computers with two network printers for student use. These computers are for Business Education classes only.

HS Industrial Tech Classroom (Room 158):

The Computer Lab contains 10 computers that are for student use. These computers are for technology education only.

HS Media Center:

The Media Center contains 27 computers and a printer and copier for student use. The normal hours of operation are from 7:45 AM to 3:30 PM (Friday 7:45 AM to 3:00 PM). The Media Center is the primary location for students needing to access computers before school, after school, and during study period. Permission to use a computer is obtained by signing-up in the log and utilizing the pass system.

Hayfield Elem. Computer Lab:

The Computer Lab contains 27 computer. These computers are for classroom teachers to sign out for course work

Hayfield Elementary Library:

The Library contains 6 computers with a network printer for student use. These computers are for Accelerated Reader or accessing the card catalog

Classroom Computers

The computers in classrooms are intended for teacher use. Students are never to use a teacher's computer without his/her permission or when the teacher is not in the room. If the classroom has other computers (ex. Acc. Reader), students need teacher permission before accessing them.

Student Access to the School Network

Students will have access to the school network through a student user account beginning in 4th grade. Grades K-3 will login with a classroom ID and password.

- Each student is responsible for keeping secret his or her own password. The password needs to be at least 7 characters long and must be something the student can remember and others are not apt to guess. If you have trouble with your account or need to change your password, contact the teacher or supervisor of the lab.
- Anytime a student needs to use a computer he/she must log into his/her own account.
- When the student is finished using the computer, he/she must log off of the system. If the student fails to log off, he/she is responsible for the actions of anyone who uses the account.
- Never give your password to anyone else for any reason.

Student Access to Software

Computers are provided by the school to facilitate student learning. They are to be used only for "educational purposes" during the school day (8:00 to 3:00). The term "educational purposes" includes use of computers for classroom activities, homework, research, curriculum applications, career development,

- Basic application software is provided on all computers. This includes tools to do word processing (Word), spreadsheets (Excel), databases (Access), presentations (PowerPoint), graphics editors, library research, Internet Browser.
- Students are only allowed to use software installed by the school. Students requiring additional software for a special project for an assignment should contact the teacher in the computer lab or Systems Administrator.

- Students are not allowed to download executable files, receive executable files via e-mail, bring in executable files on removable media or CD-ROM and then run or install them on school computers.

Saving Work & Maintaining the H:\ Drive

- All documents that students create must be saved to their H:\ drive on the network (or other removable media) that they provide. NOTHING is to be saved on the hard drive (C:\) of the computer. Student files found on the hard drive will not be saved in the event of a computer malfunction.
- Each student is responsible for the content of his/her H:\ drive. The student must delete old files when they are done with them.

Privacy of Student Files

- Students should expect only limited privacy in regards to their computer files.
- Routine maintenance and monitoring of the system may lead to discovery that the student has or is violating the Hayfield Acceptable Use Policy, the disciplinary code, or the law.
- Systems Administrator administrator will conduct an individual search if there is reasonable suspicion that a student has violated the law or the disciplinary code.
- Parents have the right at any time to investigate the contents of their child's files.

Computer Settings

It is our goal to create a consistent computing environment on all computers throughout the building so no matter where you log in you'll find that everything "looks and feels" the same. Therefore, students are not permitted to change computer settings. Settings include anything that changes the "look and feel" of the Windows environment or any programs. Settings include:

- Buttons on the monitor that control settings such as color, screen size, volume, etc.
- Anything in the settings folder, control panel, or printer folder whether changed directly or indirectly. This includes setting such as: wallpaper, screen saver, mouse actions.
- Using "preference" or "option" menus in any application. Adding, deleting or changing menus, toolbars, or buttons that change how the application functions. (Changing font size, color, margins, etc. that change the appearance of a document are not considered settings)

- Adding, deleting, or editing shortcuts on the start menu or desktop.
- Changing the placement or size of the taskbar and icons on the desktop.
- Editing files that contain settings or images that are used by Windows or any application.

Student Internet Access

Internet access is available to students after completion of an Internet application signed by the student, a parent or guardian, and sponsoring teacher. Application forms are available from the Systems Administrator or HS media person or in the back of this handbook. Our goal in providing this service is to promote resource sharing, innovation, and communication. The Internet is an electronic highway connecting thousands of computers all over the world and millions of subscribers. Students have access to:

- Electronic mail communications with people all over the world
- Information and news from educational, government and commercial resources
- Discussion groups on all sorts topics
- Many university library catalogs, the Library of Congress, and other research tools.

The use of the Internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. For additional documentation on the proper use of the Internet see the Hayfield School "Acceptable Use Policy." Internet access consists of access to the World Wide Web using Internet Explorer Web Browser.

E-mail

The following email policy is intended to maintain an ethical and professional learning environment and to meet the requirements governing the use of Hayfield School District. All email users are responsible for understanding and observing these and all other applicable policies, regulations and laws in connection with their use of Hayfield School District computer technology resources. Violations of the following policies may result in loss of access to the computer systems, appropriate administrative sanctions including termination and/or legal action.

You should not assume your email messages are private or that only yourself or the recipient can read them. Never send anything that you would mind seeing on the evening news. Similarly, any correspondence you receive is a public record and subject to disclosure. In the courts, email can be used as evidence.

- Use of email to harass, intimidate or otherwise annoy another person, such as broadcasting unsolicited messages or sending unwanted email, is expressly prohibited.
- You should not forward personal email involving written or spoken material without the original author's permission.
- Using a pseudonym or writing anonymous email that appears to disassociate you from responsibility for your actions is always inappropriate. Concealing or misrepresenting your name or affiliation to mask irresponsible or offensive behavior is a serious abuse. Using identifiers of other individuals as your own constitutes fraud.
- You should not allow anyone else to use your email account. You will be held responsible for any correspondence originating from your account.

HARDWARE ISSUES

Hardware Configurations

Students are not to change any hardware configurations, connect or disconnect cables, remove stickers or signs or in any way change the hardware components of the computers. Students are not to tamper with his/her neighbor's computer.

Printers

Multiple printers are available in the computer labs and library. Because of the cost involved in supplying them with paper, toner, and ink please use them appropriately.

- Always do a "print preview" prior to sending output to a printer.
- Always go to the printer via [File] [Print] on the menu bar so you can select the correct printer. Do NOT use the "Print" button.
- Know how much you are going to print. When doing research print out only the sections you need.

Student Internet Use Agreement

(Acceptable Use Policy)

A. Educational Purpose

1. The Hayfield Schools Internet access system has been established for a limited educational purpose.

2. The term "educational purpose" includes classroom activities, career development, and limited individual research activities.
3. You may not use the Hayfield's Internet access system for commercial purposes. This means you may not offer products or services through the Hayfield's Internet access system.
4. You may not use the Hayfield's Internet access system for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues.

B. Student Internet Access

1. Students have access to Internet World Wide Web (Web) information resources through their classroom, library, or school computer lab.
2. Students in grades 4 thru 12 will be provided an e-mail account on the school's Microsoft Office 365 system.
3. You and your parent/guardian must sign an Account Agreement to be granted an individual Internet and/or E-mail account on the Hayfield's Internet access system.

C. School Policies

Do not permit others to use your account. You are responsible for maintaining the secrecy of all passwords you may use. Under no circumstances should you share your passwords with others.

1. Are polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities or other inappropriate language. Illegal activities are strictly forbidden.
2. Note that electronic mail (e-mail) is not guaranteed to be private. Systems Administrator does have access to all e-mail.
3. Will not engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
4. Report messages relating to or in support of illegal activities.
5. Do not use the network in such a way that you would disrupt the use of the network by other users.
6. All communications and information accessible via the network should be assumed to be public property.
7. May not attempt to use or alter anyone else's network account.
8. May not break in or attempt to break in to other computer systems.
9. May not create or share computer viruses.
10. May not destroy another person's data.
11. Will not post private information about yourself or another person.
12. Will not transmit or receive any material in violation of any U.S. or state regulation. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret.

D. Illegal Activities

1. You will not attempt to gain unauthorized access to the Hayfield's Internet access system or to any other computer system through the Hayfield's Internet access system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal.
2. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses, spamming or by monopolizing the bandwidth to the district. These actions are illegal.
3. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.

E. Inappropriate Access to Material

1. You will not use the Hayfield's Internet access system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent/guardian parent have approved.
2. If you mistakenly access inappropriate information, you should immediately tell your teacher or another District employee. This will protect you against a claim that you have intentionally violated this Policy.
3. Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The district fully expects that you will follow your parent's instructions in this matter.

F. Your Rights

1. Free Speech

Your right to free speech applies also to your communication on the Internet. The Hayfield Internet access system is considered a limited forum, similar to the school newspaper, and therefore the District may restrict your speech for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with the opinions you are expressing.

2. Search and Seizure

- A. You should expect only limited privacy in the contents of your personal files on the District system.
 - B. Routine maintenance and monitoring of the Hayfield Internet access system may lead to discovery that you have violated this Policy or the law.
 - C. An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the law. The investigation will be reasonable and related to the suspected violation.
3. **Due Process**
- A. The District will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the Hayfield Internet access system.
 - B. If the violation also involves a violation of this Policy, additional restrictions may be placed on your use of your Internet account.

G. Limitation of Liability

The District makes no guarantee that the functions or the services provided by or through the District system will be error-free or without defect. The District will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The District is not responsible for the accuracy or quality of the information obtained through or stored on the system. The District will not be responsible for financial obligations arising through the unauthorized use of the system.