

## Inappropriate Use Disciplinary Action Guidelines.

**Computer and Internet Acceptable Use Policy Agreement**

Pinckneyville Community High School District No. 101 provides computers and network capabilities to students and staff for the purpose of enhancing instruction through technological resources. It is a general policy of school districts to promote the use of computers in a manner that is responsible, legal and appropriate. Use of the PCHS network is a privilege. Failure to adhere to the PCHS Acceptable Use Policy will result in the revocation of the user's access privileges. There shall be no obligation to provide a subsequent opportunity for access to the PCHS network.

**I. Use of the PCHS Network's Services**

Improper use of the PCHS network is prohibited. Uses of the PCHS Network that are prohibited include, but are not limited to:

1. Use of the PCHS network for, or in support of, any illegal purposes.
2. Use of the PCHS network for, or in support of, any obscene or pornographic purposes.
3. Violation of any provision of Illinois Student Records Act, which governs students' rights to privacy and the confidential maintenance of certain information including, but not limited to, a student's grades and test scores.
4. Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to persons with disabilities.
5. "Reposting" or forwarding personal communications without the author's prior consent.
6. Copying commercial software in violation of state federal or international copyright laws.
7. Using the PCHS network for financial gain or for the transaction of any business or commercial activity.
8. Plagiarizing (claiming another person's writings as your own) any information gained on or through the PCHS network or any other network access provider.
9. Intentionally disrupting the use of the PCHS network for other users, including, but not limited to disruptive use of any process, program, or tool for ascertaining passwords or engaging in "hacking" of any kind, including, but not limited to, the illegal or unlawful entry into an electronic system to gain secret information.
10. Providing access to the PCHS network to unauthorized individuals.
11. Downloading of ANY information onto the hard drives of computers.
12. Changing or deleting computer settings of ANY KIND.
13. The use of blogging or other type of self-promotion on the World Wide Web is strictly prohibited.
14. Use of the PCHS network to violate any provision of the PCHS district's Disciplinary Code.

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**II. General Information**

1. The privilege of using the PCHS network is free to students and employees of the District.
2. The user to whom an account on the PCHS network is issued is responsible, at all times, for its proper use.
3. A Responsible User of the PCHS network:
  - May keep a free account on the PCHS network as long as he or she is a student or employee in the district.
  - May use the PCHS network to research assigned classroom projects.
  - May use the PCHS network to send e-mail to other users of the PCHS network and to people and organizations around the globe.
  - May use the PCHS network to appropriately explore other publicly accessible computer systems.
4. A Responsible User of the PCHS network:
  - Should and will be required to change his or her password frequently.
  - Should not give his or her password to another person.
5. A Responsible User of the PCHS network:
  - Understands that none of his or her communications and information accessible through the PCHS network is considered private or confidential and that PCHS reserves the right to access all user accounts and service transaction logs and data files at any time, including electronic e-mail.
  - Understands the PCHS Network Acceptable Use Policy before logging on.
  - Understands that if the PCHS Network Acceptable Use Policy is violated, the user's account on the PCHS network will be revoked.
  - Understands that if his or her access privileges are removed from the PCHS network by a school official that he or she has the right to appeal the removal within thirty (30) days, in writing, to the superintendent of the district. The district's superintendent's decision shall be FINAL.
  - Understands that if he or she is removed from the PCHS network, there shall be no obligation to provide a subsequent opportunity to access the PCHS network.

All persons to whom an account on the PCHS network has been assigned shall sign an AUP Agreement acknowledging the requirements of the AUP prior to being granted permission to use the PCHS network.

Prior to the activation of an access account on the PCHS network, parent or guardian of a student must cosign the student's AUP agreement.

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## 1 to 1 Computer Use and Care Guidelines (User Agreement Details)

**Equipment Subject to Agreement:** The Equipment subject to this Agreement (“Equipment”) includes the notebook computer, computer accessories, storage bag, and related software.

**Ownership:** The School shall be deemed to have retained title to the Equipment at all times, unless the School transfers the title. The Students shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the School may from time to time install on the notebook computer used by the Student.

**Term Equipment Use:** The Student shall return the Equipment in good operating condition to the Technology Department of the School if the Student is not enrolled in the current school year (unless the School transfers the title). The School may require the Student to return the Equipment at any time and for any reason.

**Equipment Storage and Use at School:** The Equipment must be on the School’s premises during each of the Student’s normal school days. During the School’s normal business hours or after school, when the Student is not in the immediate presence of the Equipment, the Equipment must be secured in a locked classroom, office, or locker.

**Use of Equipment:** The primary use of the Equipment by the Student is for the Student’s educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the School’s Acceptable Computer Use policies.

**Compliance with Software Licenses:** The student shall not make copies of software licensed to the school. The Student may install software personally licensed to the Student on the Equipment to the extent that such personally licensed software does not interfere with the operation of the software installed by the School or with the primary uses of the Equipment. The Student is responsible for compliance with the license terms of any personally licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.

**Backup Requirements:** The Student may store documents or other files on the Equipment, and the Student is responsible for making backup copies of such documents or other files. In the event of loss of such documents or other files, the School’s responsibility is limited to reloading the School’s standard software suite on the Equipment.

**Care of Equipment:** The Equipment may only be used in a careful and proper manner. The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall immediately notify the School’s Computer Department if the equipment is not in good operating condition or is in need of repair.

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The School maintains a service contract covering the Equipment. The Student shall be financially responsible for repairs due to negligence. (No personal stickers, or the like.)

**Right of Inspection:** The Student shall make the Equipment available to the School's Technology Department as necessary for purpose of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours. All Equipment provided by and/or obtained through the School are the property of the Schools. As such, the School retains the right to take possession of said Equipment at any time deemed necessary to complete any and all needed inspections and repairs.

**Loss:** The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with exception of normal wear and tear.

**Warranty:** The School makes no warranty, expressed or implied, as to the Equipment subject to this Agreement. The Student assumes the responsibility for the condition of the Equipment.

**Indemnity of School for Loss or Damage:** If the Equipment is damaged due to negligence or lost, the School shall have the option of requiring the Student to repair the Equipment to a state of good working order or to reimburse the School for the replacement cost of such Equipment.

**Equipment Warranty and Insurance:** The Equipment is insured for theft and some accidental damages with Prairie State Insurance Cooperative (PSIC) under the specific guidelines of those policies. The Student must notify the School immediately if any claims need to be made in those instances. Students are required to keep Equipment in the provided cases at all times as part of the legal agreement between PSIC and the School.

Any attempt by the Student to repair Equipment on their own will void warranty and insurance coverage. The Student is never to use duct tape or superglue or otherwise try to repair damaged Equipment on his/her own. Attempting to do so is considered gross negligence and voids the warranty and/or insurance coverage resulting in the Student being responsible for any and all charges related to the repair or replacement of the Equipment.

Damage to Equipment due to gross negligence or willful misconduct are not covered by warranty or insurance. If damage is attributed to either of these causes, the Student will be held responsible for all charges related to the repair or replacement of the Equipment.

Equipment (laptop) batteries only carry a one-year warranty. Batteries needing replacement past the first year of use are the responsibility of the Student.

Any theft or accidental damage to Equipment (laptop program computer) must be reported immediately. Failure to do so may result in the denial of the claim with the insurance company. If this happens, the Student will be responsible for any and all costs for repairing or replacing the Equipment. Accidental damage includes, but is not limited to: broken casings, broken hinges, cracked or blemished screens, spill damage, damage caused by drops or falls, and fire damage. Repair claims submitted for accidental damage carry a \$100.00 deductible.

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Pinckneyville High School is one of a few schools within the State of Illinois to implement a 1:1 laptop project with all of its students. You are extremely privileged to be part of this project and must be responsible in the use and care of the laptop that is on loan to you for the 2011-2012 school year.

**EXPECTATIONS FOR STUDENTS:**

1. Always follow the Proper Computer Handling Instructions
  - a. Computers must be situated securely on the working surface at all times.
  - b. Never touch the computer's screen
2. Outside the classroom, laptops must be carried in cases. Laptop cases must be carried carefully by placing the shoulder strap across one's body. If there is no shoulder strap, cases must be carried by the handle. There is no swinging of the laptop. Do not carry a laptop that belongs to another student.
3. Inside the classroom, computers should be carried in the closed position with two hands.
4. Laptops and cases can only be stored in locked student lockers. If not being used in P.E. classes, the laptop is to be locked away inside the students' main locker. Laptops not locked away will be confiscated and students will not be allowed to use laptop for a designated period of time.
5. When using laptops, students must be on the task assigned by the teacher.
6. Students must follow all directions given by the teacher.
7. Printing is permitted at school only after the teacher gives permission. PCHS is trying to become as paperless as possible. Please help us become a green school.
8. Students whose parents have signed a responsibility contract and have been given permission by PCHS staff will be allowed to take laptops home. Staff and/or parents may rescind this privilege.
9. Laptops must be returned to school each day, fully charged. Students may not install additional software, unless instructed by staff members.
10. Students who want to print at home may try to print at home. The computer may recognize your home printer. If you have trouble printing at home, bring the name and model number of your printer and PCHS staff will help to configure the laptop to your family's printer.
11. Students must have completed all assigned work, before being allowed free-time on their computer in a classroom.
12. Students involved in after school activities must store their laptops in a secure place. Any damage or theft is the responsibility of the student and parents.
13. Internet sites are not blocked and it is the responsibility of the student, parents, and staff to help monitor student use. There will be extreme consequences for misuse of the laptop.

**Violation of Laptop Expectations will result in loss of access to laptops. Students will still be responsible for participating and completing class work and assignments. Staff and the School District will routinely check for inappropriate use of computers.**

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PCHS Laptop Guidelines for Disciplinary Action Offense	First Time	<b>Second Time</b>	Third Time
Off Task Laptop Use: using e-mail, surfing online or using a program other than the assignment given by teacher at the time.	Verbal Warning Discussion of ethical and appropriate use of laptop	<b>Detention as assigned by teacher and parent notification.</b>	In house suspension loses laptop for enjoyment. Laptop will be used for class work only. No laptop home for one week and parent meeting.
Knowingly Accessing Inappropriate Websites or Programs.	Verbal Warning Discussion of ethical and appropriate use of laptop.	<b>Detention as assigned by teacher and parent notification.</b>	In house suspension loses laptop for enjoyment. Laptop will be used for class work only. No laptop home for one week and parent meeting.
Deliberate Damage to Laptop (type 1, type 2) Example type 1 = closing lid with force Example type 2 = purposely destroying laptop	Verbal Warning and visit to the lab for damage assessment. If sever (2), skip to third offense criteria Discussion of ethical and appropriate use of laptop	<b>Parent called for meeting. Loss of laptop for enjoyment. Laptop used under strict supervision and detention.</b>	In house suspension loses laptop for enjoyment. Laptop will be used for class work only. No laptop home for one week and parent meeting.

**The laptop is a tool for learning not unlike pens, pencils, or other educational tools. When a classroom is engaged in learning with the laptop, students having infractions will continue to use the laptop for this classroom work. The privilege of carrying and having the laptop during free time or other times may and can be suspended.**

## Inappropriate Use Disciplinary Action Guidelines.

**Pinckneyville Community High School District #101  
School Service Graduation and 1:1 Waiver Requirement**

Beginning during the 2011-2012 school year, all PCHS students will be required to complete a school service project to graduate from PCHS. Further, students who receive a fee waiver for the 1:1 computing annual fee will be required to complete additional hours of school service for use of their Apple Computer. The chart below demonstrates the required hours of service of each student classification.

Graduation Year	Graduation School Service Requirement	Waiver School Service Requirement	Total Hours for both requirements.
2012	5 hours	10 hours	15 hours
2013	5 hours per year	10 hours per year	30 hours
2014	5 hours per year	10 hours per year	45 hours
2015 and subsequent graduating classes	5 hours per year	10 hours per year	60 hours

To complete service hours, students must complete community school service projects. These projects must be logged on a completed school service log sheet and signed by the coordinator of the school service project. Following is a list of examples of school service projects that are acceptable to meet these requirements. However, other projects could potentially meet the requirements upon approval of PCHS administration and staff. If students do not meet these graduation requirements they will not receive a diploma from PCHS.

Examples –

- A. Working events as a volunteer for community or church organizations that demonstrate providing a needed service. (Churches, community organizations, youth groups, Chamber of Commerce, Foundations and etc. may qualify)
- B. Volunteering to help organizations that provided services for the needy. (soup kitchens, impoverished children, etc.. may qualify)
- C. Volunteering to help people of need such as the elderly with projects around their property. (raking leaves, mowing lawns, etc... may qualify)
- D. Volunteering to tutor other students to help with improving their educational experience.
- E. Volunteering to work community events in need of workers to run fundraising events.

**Note – Students must have their parent's approval in all of the activities they participate in.**