



BETHLEHEM

AREA SCHOOL DISTRICT

Student Technology Usage Guide

Revised February 2013

PHILOSOPHY

Bethlehem Area School District provides students with the technology tools and resources to access information around the school and around the world. Use of the electronic information resources in the district shall be to improve and support the educational process, under the guidance of the classroom teacher. Such an environment can provide students with supervised access to a world of resources while maintaining a secure environment for the flow of confidential information, the protection of computing resources, and the protection of the rights of other computer users.

BASD follows these general approaches to encourage the productive educational use of its computer and network resources:

1. All network users will need to learn the technical, ethical, and legal issues that arise from using a school, district, and worldwide network.
2. It is the student's responsibility to use technology according to the direction of their teachers, their parents and this policy. Students will be responsible for their actions in this area as specified in this policy and in the Student Code of Conduct.
3. It is the teacher's responsibility to provide clear guidelines, direction, and supervision for the use of technology tools with their students.



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Secondary Student Technology Usage Guide

Students, please read this document carefully. If you have any questions, please ask your teacher.

There are computers and networks in every classroom, office, and library in your school that can access not only other classrooms and schools within the district, but also the global computer network called the Internet. The Internet is a worldwide network connecting millions of computers. There are countless sources of information on the Internet, including libraries, encyclopedias, government agencies, universities, discussion groups, software, companies, as well as the millions of people who are part of this world-wide network. Bethlehem Area School District is pleased to bring this access to meet the ongoing educational needs of our staff and students. Our goal in providing this service is to promote the educational objectives of the district by facilitating resource sharing, innovation, and communication. Students will participate in teacher-supervised activities on the Internet as part of regular school curriculum.

The operation of the network relies upon the proper conduct of the students who must adhere to strict guidelines at all times. While we expect our students to be well behaved and responsible in their network activities, we provide these guidelines so that parents and students are aware of the responsibilities inherent in any network use. If a student violates any of the following provisions, his or her network access will be terminated and future access could possibly be denied. Violations of this policy may be considered Level III offenses in the *BASD Code of Conduct*. If warranted, the offense may also be referred to local, state, or federal authorities for further action.

Acceptable Use Guidelines

Acceptable Use means that as a student you will promise to use computer resources, including the Internet, with respect and responsibility. As a student you will also promise to abide by school rules, this policy, and classroom rules that will be taught by your teachers and other school staff. You must understand that use of computer resources is designed to support your education. If the rules are broken, you may lose the privilege of using these computer resources.

- **Educational Use** - You may only use school computers for educational purposes that are consistent with the objectives of the Bethlehem Area School District. Educational games assigned by your teacher are permitted, but non-educational games may not be installed or played on school computers. Sending or receiving any information in violation of any U.S., state or local regulation is prohibited. This includes, but is not limited to, copyrighted works, threatening messages, and obscene material. Use for commercial activities, commercial product advertisement or political lobbying is also prohibited.

- **Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a denial of this privilege. Students will receive instruction on appropriate use of the network before receiving access. School staff may suspend or revoke a license any time such action is necessary.
- **Netiquette** - You are expected to abide by the accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite. Do not harass or bully anyone by sending annoying, threatening, or libelous messages, or any that are sexually, racially, or religiously offensive.
 - Know that electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities may be reported to the authorities.
 - Do not make unauthorized copies of copyrighted material.
 - Do not disrupt the network for other users.
- **Security** - Security on a computer network is very important. You may not try to defeat or bypass virus protection or security settings on any district computer or network. You may not try to access unauthorized computer files or network services. You may not tamper with, delete, copy, or attempt to access the electronic files of another student or staff member.
- **Privacy** – Students should never share personal information, including full name, address, or telephone number, with anyone on the Internet. Students should never accept an invitation from someone on the Internet who tries to meet with them. If this occurs, students should inform their teachers or parents immediately.
- **Filtering** – In order to provide a safe computing experience, the Internet connection at BASD is filtered as required by federal law. Students are not permitted to bypass content filters. It should be noted that no filtering software is 100% effective and it may be possible to access inappropriate material. Students who encounter inappropriate material should report it to their teacher immediately.
- **Passwords** - Passwords are secret. You may not tell a password to anyone, nor may you try to find out or guess someone else's password.
- **Vandalism** - Vandalism will result in cancellation of privileges. Vandalism is any attempt to harm or destroy data of another user or to harm or destroy computer hardware, software, or configuration. You or your family are responsible for any cost to restore vandalized systems to normal operation.
- **School-specific Rules** - Individual schools, grades, departments, libraries, or classrooms may have additional rules that govern student computer use. These rules are in addition to, rather than a replacement for the rules on this document.
- **Violation of these conditions may be considered a Level III offense in the Student Code of Conduct and will result in the loss of your network privileges.**