

### K-3 Computer Users Policy

**Please read the expectations for technology use below. Explain them to your child and make sure they also agree.**

The following policy will apply to all individuals who use computers, whether networked or stand alone, at any Carl Junction R-1 District school facility.

1. The user is responsible for taking proper care of all equipment, software, books, etc. located at his/her workstation. This includes tablets, processor, monitor, keyboard, mouse and pad, printer, table, chair, stand and papers or books. Vandalism, misuse, or defacing of property will not be tolerated.
2. The student is responsible for his/her own work. Cheating is not permitted. Cheating is defined as sharing documents in paper form, from storage devices, or electronically, using articles, stories, or others work found online and presenting them as one's own, and/or allowing others to print one's work as their own.
3. The student is expected to stay on task and to respect the privacy of others. Looking through the various drives and/or files on the network is equivalent to looking through private property. Such action is prohibited.
4. Inappropriate use of email including, but not limited to, sending inappropriate or derogatory messages or threatening messages will not be permitted.
5. Other prohibited activities are:
  - sending any unauthorized messages on the network
  - getting into software not authorized by the instructor
  - unauthorized or inappropriate entry or use of the Internet (network hacking, chat rooms, pornographic websites, websites explaining the development, construction, or distribution of illegal materials/substances, etc.)
  - downloading of external programs is not allowed. Only software/apps provided by the school are allowed in the labs unless approved by the instructor. Copying or installing any software to or from the network on any school computer is prohibited.
  - downloading external personal content or that from another student onto school computers is not allowed
6. The user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources. The district may monitor employee and student technology usage and may examine all information stored on district technology resources at any time. Electronic communications, all data stored on the district's technology resources, and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

Violation of any part of the Computer Users Policy may result in loss of computer privileges, in-school suspension, or out-of-school suspension. Consequences may be determined at building or district level.

**I understand that the Computer Users Agreement contains information that my child and I will need during the school year and that it is my responsibility to review this policy with my child. This signature is considered an agreement from the parent and student. This form will be available to staff members that require the information.**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_