

Hadley Junior High Acceptable Use Guidelines for Students

District 41 provides technology resources to enrich the academic experience of students, faculty, and staff. The general rules of Hadley Junior High are a sound basis for good decision making with regard to technology. It is the student's responsibility to treat the technology and fellow users with the proper care and respect. In conjunction with the Wildcat Way, we expect students to be respectful, responsible, and safe in their use of language in online communications and in their behavior while online.

Privacy

Within reason D41 respects freedom of speech and access to information. We may monitor usage and/or activity to fix an issue or to investigate a complaint. Students should be aware that the school may review files and other communications to maintain integrity of the network and to ensure that everyone is using devices properly.

Appropriate Use of Technology

Hadley students are provided with technology and access to the Internet to support the District's mission, curriculum and educational goals. Student email accounts are provided as a tool for learning and collaboration, and students should comply with school rules regarding conduct and communication. Students are expected to use the Internet to support learning and to follow copyright rules while doing so. Copyright free resources are available through the Hadley LMC page.

Consequences for Violations

D41 will investigate violations of our general rules and guidelines. Depending upon the situation or severity, the school may take disciplinary action against a student including warnings, restriction of access, termination of access, and suspension. The school will address any inappropriate use of the Internet including any harassing, insulting or threatening language, as well as vandalism of technology devices.

District 41 Email Accounts

Each Hadley student is provided with a district email account accessed through Google Apps for Education. This email only allows students to communicate with teachers and other students and is to be used for educational purposes. Personal email accounts should not be accessed at school.

Hadley Accounts and Passwords

Students are responsible for their district, email and online accounts and their passwords. They are responsible for securing their passwords and not revealing their passwords to anyone except teachers, parents, or Technology Department staff.

Q: What if someone asks to use my account?

A: You should not share your passwords with others (except teachers, parents, or the Technology Department staff). It is sometimes difficult when someone asks to use your

account, especially a friend. You are the author of anything sent from your account. It is easier to keep your password secret than to try to prove that a nasty message sent from your account was not sent by you.

Q: What if I wanted to use someone else's account?

A: You are not permitted to use other D41 accounts at any time, whether those of students or teachers. This means that if you somehow learn someone else's password, you may not use it at any time.

Q: What is a secure password?

A: A secure password is one that does not contain your name, birthday, or phone number. You can string 2 unrelated words together and add a meaningful number for you, for example, *happygiraffe315*. You are not permitted to change your district or Google Apps for Education passwords.

Q: Is my email private?

A: It may seem private, but email has little privacy, not only at Hadley but in the outside world. There could be times when the teacher, principal or others need to review a student email account to monitor class-related communication or to investigate a possible discipline issue. Also remember that anyone can forward your email or print it out, and it may lose the privacy you had intended. Before you forward an email someone sent you, consider whether the words are private and meant only for you. If they are, ask the person's permission before you forward the email. We expect you to be as respectful, thoughtful and careful in your use of language in email as you would other forms of communication. If you wouldn't say it to someone's face, then don't put it in an email.

Q: What email account can I use at school?

A: When you are at school you should use your school email account (Google Apps for Education) and should not access your personal email accounts (like Gmail, Yahoo or Hotmail). Using a personal email account is not a way to get around the rules and standards for communication within the school.

Q: What type of email and other communication is not acceptable?

A: You should treat others the way others wish to be treated. Specifically, it is not acceptable to send messages or pictures that use obscene, racist, or offensive language, or any other communication that could be considered harassing, insulting, derogatory or hurtful to others. This is considered cyber-bullying, which the school takes very seriously when it involves our students, whether the communication is generated on-campus or off-campus. In certain cases, it may be necessary for the school to report cyber-bullying incidents to the police.

Q: What if I get an email or see an online communication I don't like?

A: If you receive or see a harassing or insulting online communication, or someone at school harasses you or insults you on a website, you should tell a teacher, a counselor, or an administrator. Do not delete the communication as it can be used as evidence by administration.

Q: Can I use social network sites like FaceBook, Twitter, or Instagram or make my own social networking website?

A: When you are at school you may access social media sites only with the permission of your teacher. Social media can be a powerful learning, collaboration, and communication tool. Many sites require you to be 13 or older to create accounts, so check the rules before you join and abide by them. We also highly recommend you check with your parents before creating any online accounts.

Q: What wireless networks can I use?

A: When using district owned devices, you should only use the school's secure wireless network (**Dist41**). If you bring your own device to school, you will connect to the district's guest wireless network (**GEGuest**) which has more restrictive access to the Internet.

Q: Can I install anything on the school devices (laptops, Netbooks, or iPads), like a game I really like to play?

A: School devices already have everything that you need for learning. Downloading any additional program or software is not allowed. If you are prompted for an installation or administrator password, please cancel what you are doing and tell a teacher.

Q: Can I use the chat feature within Google Apps for Education?

A: You can use the chat feature during school if it is part of the classroom activity and you have the permission of the teacher.

Care for the School Devices

Laptops, Netbooks, iPads and the software and apps installed are very expensive and you need to treat them delicately. Please help Hadley to keep all of our devices in working order.

Q: How do I take good care of the laptops, Netbooks, iPads and desktops?

A: Use common sense when handling and using devices. Keep all food and drink away and don't leave them lying on the floor when not in use. When storing the devices, make sure they are being charged. Intentionally damaging devices, such as popping off keys, will result in prompt disciplinary action including termination of access.

Q: What happens if a laptop, Netbook, or iPad accidentally gets damaged?

A: Tell a teacher right away if you discover that a device you are using has been damaged. This is the only way to prevent you from being blamed for something someone else did.

Q: Can I use my cell phone camera to photograph and videotape around school?

A: Many people don't like to have their picture taken. You may not photograph or videotape a student or teacher without his or her permission no matter what device you are using. You should never take a photo in the locker rooms or bathrooms. Remember that cell phones can only be used in the school with a teacher's permission.

Parent Information

Please read through these guidelines. You may want to discuss them with your student. Students will review these technology guidelines with a Hadley staff member at the beginning of the school year and have an opportunity to clarify any questions or concerns. Parents will be informed of situations that result in consequences for inappropriate use of technology.