

West Side Career and Technology Center Acceptable Use of the Internet Policy

The computer and technology equipment at West Side Career and Technology Center is intended to further the educational program of the school by providing students and employees to online research and to use the technology present as an educational tool. Use of the school's technology is to be for these intended purposes only; any violation of the guidelines listed below will result in the loss of computer privileges and possible disciplinary action.

ELECTRONIC MAIL POLICY

Email files are neither confidential nor private; West Side CTC reserves the right to examine files at its discretion. All mail sent includes your Username; you are responsible for any Email sent from your logon.

- You are entirely responsible for all activities conducted through your website account. It is therefore imperative that you keep your logon password secure.
- Attempts to read, delete, copy or modify the electronic mail of others is prohibited.
- Forgery (or attempted forgery) of electronic mail messages is prohibited.
- Sending (or attempts to send) harassing, obscene and/or threatening Email to others is strictly prohibited.
- Sending (or attempts to send) unsolicited junk-mail, "for-profit" messages or chain letters is prohibited.
- Attempting or assisting others in attempting to compromise the security or integrity of the West Side CTC website is strictly prohibited.

GENERAL COMPUTING POLICY

Everyone will be issued a User ID to be used to access the school computer network. Everyone is responsible for any violations to the acceptable use policy which occurs under their logon.

- Sharing a User ID with any other person is prohibited. Any person found using a logon not his/her own may lose network privileges.
- Deletion, examination, copying or modification of files and/or data belonging to another user is prohibited.
- Attempts to change your User ID, or circumvent network logon protocols are prohibited.
- Use of school facilities and/or services for any commercial or non-educational purposes is prohibited.

NETWORK SECURITY

As a user of the school network, you may be allowed to access other computers on the network, therefore:

Use of systems and/or networks in an attempt to gain unauthorized access to remote or local systems is prohibited.

Decryption of system and/or user passwords is prohibited.

The copying, modification and/or deletion of system files is prohibited.

- Any attempts to "crash" network systems or programs is a serious violation of the acceptable use policy. This would include "tampering" with system settings and/or the downloading or introduction of viruses.

INTERNET USE

It is essential for each user on the network to recognize his/her responsibility in having access to vast services, sites, systems and people. The user is ultimately responsible for his/her actions in accessing online services.

Use of the Internet is restricted to accessing research and other educational materials directly related to the school curriculum. The Internet is not to be used for recreational, game-playing or personal uses.

West Side CTC reserves the right to monitor and log all Internet use. If it is found that a User ID has accessed a website which contains pornography, sexual material, illegal material/information or any other material contrary to the West Side CTC mission the User may lose all privileges and will be subject to further disciplinary action.

COMPUTER LAB USE

The use of the school computer labs and other technology areas (i.e., Library) is restricted to instructional, educational and research purposes only. The following rules apply at all times when using these computing areas:

- No food or drink is allowed at any computer workstations, at any time.
- All users must use their User ID to gain access to their computer, and must log off when they are done using the computer.
- Users may not modify any of the system settings or other software environments of the computers without permission.
- All work is to be saved in the individual's network folder. Users may not use flash drives, zip or other disks in the school computers without the prior permission of the instructor or supervisor.
- If, at any time, a user's computer should crash, malfunction or cease operating, the student should immediately notify the instructor or supervisor.

TERMS AND CONDITIONS

These terms and conditions are governed by West Side CTC. The school administration reserves the right to modify these terms and conditions at any time without prior notification. These terms and conditions, along with the policies and procedures governing them, apply to all members of the West Side CTC school community.

Student Name _____ Grade _____ Date _____

Parent/Guardian Signature _____ Date _____