

New City School

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www.newcitycharterschool.org



Computer & Internet Usage Policy

Reason for Policy

Students are encouraged to use the school's computers/network and the Internet connection for teacher-assigned, educational work. Students using the school's computers, or their own computer with permission, are expected to abide by the following rules.

Policy Statement

Accessing the School's Network

1. Students may only access the school's wireless network while in school.
2. The school staff may review computer files, emails, or messages that are created by the student. Material may be reviewed for grading and any inappropriate content, including any harassing or threatening material or any vulgar or obscene content.
3. All network activity may be monitored for inappropriate use.
4. Students are not to enter the network's operating system.

Using Computer Applications

1. Students are permitted to use only networked software and school-supplied software.
2. Students should only use computer programs approved by the classroom teacher.
3. Students may not download programs from the Internet or from any portable device unless given explicit consent by the classroom teacher.
4. Students may not install or delete programs on the school's computers.

Using the Internet

1. New City School reserves the right to restrict access to any Internet site and to monitor Internet use in the school.
2. Students may not make any attempt to bypass filters designed to restrict access to areas of the Internet.
3. Students may not use any e-mail, instant messaging or peer-to-peer file sharing programs or participate in online chat rooms or gaming on the school's network.
4. Students may not use the internet to view inappropriate websites, such as graphically violent, sexually explicit, or drug-related sites.
5. Students may not use the Internet to engage in "hacking" or other unlawful activities.
6. All copyright laws are to be acknowledged.

Using Computer Equipment

1. Students are authorized to use New City School computer equipment only after signing an agreement to be responsible for any loss or damage they may cause to the computer equipment (See "Computer Equipment Agreement" below).
2. Students are not authorized to use school computers to copy programs or disks. A teacher may authorize the copying of student-created work to CDs or USB flash drives.
3. Students are not to modify or remove any identifying labels on computer equipment.
4. Students are to advise their teacher when a computer malfunctions in any way. The teacher will notify the technical support staff. Students should not directly notify technical support staff.
5. Students are not permitted to use the computing resources for commercial purposes, product advertising, political lobbying, political campaigning, or anything not directly related to the functions of the school.
6. Students in Grades 6-8 must carry computers in provided carrying cases each day or bring their own cases.
7. After period 4 and before period 5, students in Grades 6-8 must return their computers to the cart and slot from which they retrieved it in the morning. Failure to do so that either results in a computer being brought to 5th period or brought home, may result in revocation of a students' access to New City computers.

Students are to advise school staff when they observe any violation of this Computer Usage Policy.

Exceptions to the above rules are permitted only under direct teacher supervision. Violations of these rules may result in disciplinary action, including but not limited to termination of access to the school computers, or suspension. Violations also may be referred to the appropriate legal authorities or other legal action may be pursued.

*The terms "computer" and "computers" include: tablets, central processing units, display monitors, mice, keyboards, speakers, microphones, scanners, video projectors, video cameras, printers, hubs, switches, routers, patch panels, wiring, connectors, programs and any other piece of equipment or software that is a part of the school's computer system.

Computer Equipment Agreement

This agreement covers all computer equipment as defined by the Computer & Internet Usage Policy.

Student use of computer equipment is at the discretion of New City School staff and teachers. Students who lose or damage computer equipment will be required to pay for the loss or damage. Students must report damage or loss to the supervising staff or teacher immediately. By signing this agreement below, the student and parents or guardian understands the responsibility for the New City School computer equipment.

Student: _____ Parent/Guardian: _____

Adopted by the NCS Board of Directors, April 18, 2018