



# Roxboro Community School

"We place children first."™

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## **Computer and Network Access Use Policy**

The rich sources of information available on the internet hold the promise of greatly enhancing the quality of education available to all students and staff. Therefore, internet access will be made available to students and staff at RCS for the purposes of communication, research, and education.

Internet access by students and staff will be monitored by school personnel and the degree of access to the Internet will be dependent upon the age of the student. Access to the Internet by staff will be as deemed appropriate by the School.

Please read the rules carefully with your child and acknowledge receipt of these rules by signing the form with your child and returning it to the school. *Your child will not receive a computer until the form has been signed by you and your child and returned to RCS.*

### **By signing this form, you and your child agree to abide by the following rules:**

- The laptop computer assigned to your student belongs to RCS and is provided for a \$25 annual usage fee. Students are expected to take care of the equipment. The school has purchased an accidental damage warranty on the computer and charges a \$50 deductible for each physical break and \$100 fee the first time if the computer is damaged beyond repair and a \$395 fee for a second total loss. Lost and stolen computers will be replaced for a fee of \$395. Optional computer insurance can be purchased through the school for an annual fee of \$50 per device.
- The school reserves the right to deny access to a computer to anyone who has outstanding fees.
- Removal of serial number sticker/asset tag that identifies the computer to RCS voids all warranties purchased and may require a total replacement.
- Servicing and repairs should only be made by the schools' technology department or its authorized repair center. If a charger is replaced it must be genuine Lenovo or the student will be billed for a charger.

- Students or parents should not load or upgrade any software applications without express permission of a member of our staff. Students should also refrain from deleting or removing any software applications without express permission of a staff member.
- Internet sites containing pornographic, violent, or other unacceptable content may not be visited either **at home or on school property**. Accessing, producing, posting, displaying or sending offensive messages, music, or images, including images of exposed private body parts is prohibited. Offensive material includes but is not limited to obscene, profane, lewd, vulgar, rude, or sexually suggestive language or images are prohibited. Sending false or defamatory information about a person or organization is prohibited. Harassing, threatening, insulting or attacking others is prohibited. Computers will not be used for electronic intimidation via Facebook, Skype, OooVoo, MySpace, YouTube, or any other social networking site. Doing so is a violation of North Carolina law. We have internet content filters and software in place to track violations of this policy and we have the ability to monitor software and student activities on the computer in real-time. These reports will be reviewed on a regular basis to ensure compliance with the acceptable use policy.
- Students are reminded not to share their password with **anyone except a parent or guardian**. Students should not use login ID's and passwords belonging to other students or faculty and staff members.
- Email correspondence on the RCS system, the laptop, or using the student's assigned email account is the property of RCS. Documents and other files created by the students and located on the laptops or the RCS computer system are also property of RCS.
- Students will make sure their computer batteries are completely recharged before classes start for the day. Students should also bring their computer to school every day.
- Computers will not be used for electronic intimidation via Facebook, Skype, OooVoo, MySpace, YouTube, or any other social networking site. Doing so is a violation of North Carolina law.
- Copyrighted material shall not be placed on RCS computers without express permission of RCS staff. This includes but is not limited to music, videos, books, pictures, etc.
- Plagiarism is prohibited and teachers have software that allows them to verify student work for plagiarism.
- Teachers will be using our technology to communicate with students. Students should check email, tasks, and calendars frequently throughout the day and respond to RCS teachers/staff as appropriate.
- Students should not send spam (e.g. funny jokes and cute sayings found on the internet) and should not sign up for subscription services using the RCS email account without permission of the RCS staff.

- Students should only use computers during class if authorized to do so by a faculty member and only for the purpose stated by the faculty member. Students should not use Facebook, Skype, etc during class unless granted specific authorization to do so by a faculty member.
- Hacking or attempting to gain unauthorized access to the Roxboro Community Schools' networking for the purpose of stealing and/or corrupting data is prohibited.
- Students will abide by all Technology policies set forth by the Board of Directors. By signing this you agree to follow all polices in place.
- Any other use in violation of federal or state law or is prohibited.

The following consequences may apply if a student violates this policy. Any of the below consequences may be enforced alone or in conjunction with one another by the school against the violating student.

- Revocation or limitation of computer access privileges.  
Temporary or permanent confiscation of the student computer  
Disciplinary action as provided for in the student handbook  
Any other sanctions or remedies provided by law

**I have read RCS's Computer Use Policy and understand there may be consequences for the student if he/she violates the policy.**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Printed Student Name**

\_\_\_\_\_  
**Printed Parent Name**

\_\_\_\_\_  
**Student Grade Level**

\_\_\_\_\_  
**Date**