

COMPUTER USE POLICY from Parent Student Handbook

General Understandings

Sauganash Elementary School has made a profound and pervasive commitment to providing excellence in computer related educational experiences for all its students. In order for students to take optimum advantage of all devices and technology applications, mature and responsible behavior is expected at all times.

Respect for administrators, teachers, staff, other students, as well as for the equipment itself is essential. The various Sauganash and CPS programs (including the Internet) available to students in a variety of classes are meant to enhance the learning environment and contribute to the overall development of knowledge both in the subject areas and in computer-related technology helping prepare students for high school, college and career ready and the 21st Century .

The right of a student to use computers is contingent upon his/her cooperation with the understandings and procedures outlined here, within the CPS Student Code of Conduct, as well as those indicated by the individual classroom teachers. The understanding and procedures outlined here are in effect for all computers throughout the building, including, Ipad, Chromebooks, laptop, and desktop devices.

Specific Understandings

Devices at Sauganash School are for academic purposes.

1. Students are not to bring computer games to school, nor are they to spend time online, or otherwise, playing games.
2. Students are not to occupy themselves in writing personal letters, journals, blogs, social networking sites, or sending personal e-mail messages on the school's devices without the explicit permission of a teacher or staff member.
3. Students may not use any removable media including flash drives, external hard drives, floppies, etc. on school devices unless approved by the teacher in charge.
4. Students may use data storage flash/USB drives only. No installation programs or portable applications are permitted on flash drives.
5. Students are allowed to access their CPS Gmail accounts and Google products authorized by CPS.
6. Any attempts to bypass content filtering or security by using a portable application or proxy server will result in severe consequences.

CPS Gmail Accounts

Each student receives a CPS Gmail account, username, and password.

1. Your password is private and must not be shared with anyone else. If there are any difficulties that arise from you sharing your password, all individuals involved, including the student who has shared his/her password, is responsible for the incident.
2. Students shall log on to their device (Chromebook or other CPS device) with the appropriate CPS account credentials.

Appropriate Usage

1. All computers and devices are for school use only.
2. Transmitting indecent material includes making, creating, soliciting, copying, or initiating the transmission of any comment, request, test, graphic file, suggestion, proposal, image, or any other communication that is obscene, offensive, or otherwise inconsistent with the Chicago Public School Policy and Student Code of Conduct.
2. Students are not to use the computer to threaten, harass, insult, or defame others. Students must follow the CPS Student Code of Conduct Handbook.
3. Teachers, school administrators, and other authorized CPS employees always retain the right to access, read, alter, or perform any needed function regarding any files, documents, or programs ON all school computers and CPS issued Gmail accounts and programs.
4. CPS monitors all computer usage breaches of security and/or inappropriate use.
5. Students files on any CPS device are property of CPS at all times.

All students using Chromebooks and computers, and their parents, are required to sign the Acceptable Use Policy.

Unacceptable Behaviors

CPS Student Code of Conduct and Sauganash School consider the following behaviors unacceptable:

1. Logging in-or attempting to log in- to the computer as another student
2. Logging in-or attempting to log in-to the computer as a teacher, administrator, or other CPS employee
3. Sending inappropriate school related messages of any kind
4. damaging, defacing, marring, or in any way harming the device hardware or furniture, including but not limited to the screen, monitor, keyboard, CPU, headphones, printers, desks, trays, chairs, glass, etc.
5. Doing-or attempting to do-any damage or mischief to the software-including the introduction of viruses or any form of hacking
6. Any activity deemed inappropriate by the CPS Student Code of Conduct Handbook
7. Copying-or attempting to copy-the work of another student whether from a device, USB, disk, or hard drive
8. Destroying or tampering with another's devices and/or USB flash drive
9. Copying or attempting to copy licensed software
10. Intentionally wasting limited resources
11. Posting personal contact information about yourself or other people
12. Employing the network for commercial purposes
13. Accessing chat rooms, forums, message boards, journals, instant messaging, blogging, AIM, email, games, on-line games, auction site (i.e. E-Bay) unless permitted by Sauganash School or CPS
14. Printing personal topics or pictures for non-school purposes
15. Downloading information for personal use

16. Changing and/or adding software of any type to a school computer including but not limited to apps, extensions, or add-ons
17. Changing any settings to a school computer, (including backgrounds)
18. Executing applications from the Internet
19. Hacking, spamming, and phishing
20. Any attempts to bypass content filtering or security by using a portable application or proxy server will result in severe consequences.

*** The preceding list is not an all-inclusive list of inappropriate uses and activities.**

Every student is responsible for following the Sauganash School Code of Conduct and the CPS Student Code of Conduct. If a user acts inappropriately through the communications systems, CPS reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

Students who receive a Chromebook to use for the academic school year are responsible for the cost of repair if the Chromebook is damaged in any way.