

GILBERT MIDDLE SCHOOL COMPUTER/INTERNET USE GUIDELINES

At Gilbert Middle School we are pleased that we can offer you access to a high quality network. Individual network accounts will be issued. We call these accounts "tiger accounts". That is a designated place on our school district servers reserved for you to save your school related work. We also offer access to the Internet. Electronic mail addresses will be issued to you using a school sponsored e-mail service for educational purposes only. School sponsored e-mail is the only e-mail service you will be allowed to use at school.

Having access to the Internet provides a great opportunity for you. We encourage you to use the databases and search engines we subscribe to through the AEA. The databases and websites available through these subscriptions are judged as age appropriate and reliable. These websites are tailored for students. Gilbert CSD maintains compliance to the Child Internet Protection Act by filtering Internet content. That provides some layer of protection to you. In addition, staff members provide supervision of computer users. We have computer and Internet rules to help you stay safe on the Internet. Keep in mind that in the Middle School, you are NOT allowed to "surf" the Internet at any time.

Internet rules and guidelines are intended to help keep your student, school equipment, and records safe. Because the Internet is ever changing, these rules are not all-inclusive. It is important to apply common sense when using the Internet and accessing and sending information with it. By doing that, you will have no problems with violations while using the Internet, school computers and the local network. The use of the network is a privilege and may be taken away as a consequence of violations. All the rules and guidelines for computer and Internet usage were developed by the building principal in accordance with the Gilbert School Board policy on Acceptable Use of the Internet.

If you have any questions about filtering or how we monitor computer and Internet use at school, please contact the building principal at 232-0540.

It is the intention of the Middle School staff that technologies are to be used for educational purposes only.

Students will be expected to abide by the following network rules:

- Abide by all copyright laws/intellectual property rights of others
 - In regards to music, games, pictures, or movies
 - Remember that copying and pasting is plagiarism and will not be tolerated
 - Always cite sources
- Practice principles of good digital citizenship
 - Do your part to keep the Internet clean. Avoid sending spam, chain letters, or mass mailings of any kind
 - Follow acceptable behavior as outlined in the student handbook in regards to accessing, copying, or creating material
 - Communicating in ways that are kind, appropriate, and respectful
 - Conducting business activities such as buying, selling, or advertising is allowed only if you have an assignment to do so
 - Report threatening or inappropriate materials to the teacher
 - Use school resources in ways that do not violate rules as outlined in the handbook
 - Using school technology to harass and/or bully is NEVER acceptable
- Respect, protect and conserve materials provided to you by the taxpayers
 - Take proper care of computers, data, and hardware
 - Observe network security practices as posted
 - Computer use for school related work only
 - Use e-mail for school work only
 - Report violations to a media specialist or staff member
 - Share resources with other network users
 - Use only accounts that belong to you
 - Avoid trespassing into unauthorized areas
 - Keep private information about yourself or others, private
 - Leave technology as you found it, personalizing settings is not acceptable

The consequences for violating these guidelines are:

1 st offense	warning
2 nd offense	28 days suspended from using school technology
3 rd offense	90 days suspended from using school technology
4 th offense	Full calendar year suspended from using school technology

While suspended from using school technology the student may be able to use technology in technology classes with direct teacher supervision. If behavior is still a problem, the student may be dropped from the class.

Steps may be skipped depending on the severity of the offense.