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APPENDIX II

Lincoln High Internet and Network Use Policy

Preamble:

Lincoln High School recognizes that teaching and learning will change as information and telecommunications technologies alter the ways in which information is accessed, communicated and transferred. Consequently, electronic information research skills are now essential for students as members of our society and as future employees.

In responding to these changes, Lincoln High actively supports access by students to the widest variety of information resources, together with the development by staff of appropriate skills to analyze and evaluate such resources.

Access to telecommunications will enable students to explore thousands of libraries, databases, the Internet and bulletin boards while exchanging messages with people throughout the world. The school believes that the benefits to students from being able to access and retrieve information from these resources and the opportunities this provides for collaboration, exceed the disadvantages. **However, access is a privilege and not a right.** Consequently, access entails responsibilities and these are outlined below.

The School:

The school will provide appropriate professional development for staff so that students may use the Internet in the most effective way.

The classroom use of the Internet will be encouraged wherever possible and when appropriate to student learning.

Lincoln High has the right to examine disks in students' possession if it is felt they might contain unacceptable material.

Students:

Legitimate use of the Internet is specifically for educational purposes only.

Examples of unacceptable use include:

- Harassing, insulting or attacking others.
- Damaging computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.)

- Violating copyright laws. The legal rights of software producers, network providers, and copyright and license agreements must be honored (for example, downloading copyrighted games could result in legal proceedings, resulting in a fine).
- Using other users' email addresses and passwords.
- Trespassing in others' folders, work or files.
- Intentionally wasting resources.
- Using the network to disrupt its use by other individuals or by connecting networks.
- Disrespect of others' privacy and intellectual property.
- Using any means to avoid scrutiny by teachers of work in progress.
- Using email for non-educational purposes.

Access:

Students will be allocated an email address, username and password. Students are required to read and sign this policy, agreeing to abide by its terms.

Technology administrators may review student files and communications made over the school's system to maintain system integrity and ensure that users are using the school's system responsibly.

Agreement:

Inappropriate use of the Internet will be dealt with by the normal disciplinary procedures of the school. For example, students may have their Internet access and/or computer privileges suspended.

I have read the above policy and agree to my son/daughter having access to the Internet.

Signed _____

(Parent / Guardian)

I have read the above policy and understand my responsibilities. I agree to use the Internet in an acceptable way outlined in this policy.

Signed _____

(Student)

APPENDIX III

**Lincoln High
Laptop Agreement**

Date:

Time:

Printed Name:

On the above date, I received from Lincoln High a laptop computer and accessories. I agree to return this computer and all of its associated equipment to Lincoln High no later than _____ (Time), _____, 2005.

I am responsible for loss of or damages to the computer and any of its accessories (accessories include: wireless network card, Ethernet cable, carrying case, power adapter, etc.). Damages include, but are not limited to, affixing labels to the computer or case, breaking any part of the computer or its accessories, water damage, etc. On the date noted above, I must return the computer and accessories to the school in the same condition as I received them.

I agree to abide by the conditions governing the use of computing resources at Lincoln High School, including the Internet and Network Use Policy that I have previously agreed to.

I shall use the computer and the software only in connection with the educational purposes that Lincoln High seeks to achieve.

Student Signature

Date

I hereby authorize the above student to checkout a laptop for use during the above specified time.

Teacher Signature

Date