Capitan Middle School
Acceptable Use Policy for Laptop Program

2006-2007
Capitan Middle School has been awarded the New Mexico Laptop Learning Initiative (NMLLI) Grant for the 2006-07 school year. The purpose of this initiative is to support educational programs through the use of technology. Each 7th grade student will be issued a laptop by serial number barcode through the library. Laptops and backpacks will be marked and the labels are not to be removed. Laptops and backpacks will be checked in at the end of the school year and reissued at the beginning of the next school year contingent on funding of the NMLLI for an additional year.

If a student who has been issued a laptop computer leaves the district, the laptop and backpack is to be returned along with the textbooks upon withdrawal.

INTERNET AND E-MAIL RULES
Internet is to be used for scholarly research and as a means of obtaining needed educational information. Students are prohibited from using the Internet for other purposes during the scholastic day. Students are also encouraged to use the laptop for this purpose during home hours. The student takes responsibility for all content found on the laptop and the laptop is subject to removal if the content on the laptop is found to be in violation with the school's acceptable usage policy.

Capitan Middle School reserves the right to monitor the Internet usage of all students through specialized software reporting as well as any other means available to teachers and administration. Capitan Municipal Schools has a content filtering system at all schools, and students are not allowed to access inappropriate sites.

Students' use of the Internet must be in support of education and research and be consistent with the educational objectives of the Capitan Middle School. Use for commercial activities, product advertisement, or political lobbying is also prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.

Students may not use any chat or collaboration program to communicate with others through the computer network during class, unless a teacher or administrator expressly authorizes them to do so. The use of e-mail during class, without teacher approval, is strictly prohibited. Likewise, the playing of games during class time, without teacher approval, is also strictly prohibited.

No computer programs (executables), MP3's, pornography, or copyrighted material may be distributed over the network. This rule prohibits sending files through e-mail as well as setting up "servers" on a student's laptop or by any other physical or electronic means. Students should not download copyrighted MP3's or non-shareware programs, games, and/or any programs not supported by Capitan Municipal Schools**.** Any use of peer-to- peer software is strictly prohibited. This includes but it is not limited to Imesh, Morpheus, Kazaa, WinMx, etc.

PRIVILEGES
The use of the Internet and e-mail is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Capitan Middle School reserves the right to review any material on user accounts and to monitor file-server space in order to make determinations on whether specific uses of the network are inappropriate. Students are subject to a random check of the history and activity on their computer. Decisions of the Capitan Middle administration regarding unacceptable computer use are final. A student's use of the Internet and/or e-mail may be revoked, denied or suspended at the request of faculty and staff of Capitan Middle School.

NETWORK ETIQUETTE
Students of Capitan Middle are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not get abusive in your message to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult or attack others.
- Do not send out bulk e-mail. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent. Students must receive prior approval before any e-mail is sent to the entire school or an entire class.
- Do not reveal your personal address or phone number or those of other students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users. Users shall not play games or use the computer resources for other non-academic activities. Students may not download large files over the Internet during school hours.
- Do not damage computers, computers systems or computer networks or engage in other acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy the equipment and/or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses. The use of intentionally harmful programs is strongly prohibited and will result in serious disciplinary consequences by the principal.
- Do not intentionally waste limited resources such as paper, printer cartridges, and diskettes that are provided by Capitan Middle School. Only essential materials should be printed. Limitations may be placed on students' permission to print if they abuse this privilege.
- The volume setting on the laptops should be muted when using the computer in a setting that would be distracting to others.

SECURITY
To protect the integrity of a computer system involving many users, Capitan students are not permitted to:

- Reveal your password to another user.
- Use another user's password to gain access to the network or Internet.
- Trespass into another user's files.
- Use another student's laptop.
- Do not deface laptops or backpacks with names or graffiti.

Students are responsible for their own computers. They must keep their laptops with them or secured at all times. Students involved in after-school activities need to insure that their computers are secure. The computers must be kept in the approved/issued backpack or carrying case provided and not placed in conventional book bags. Students must notify the school immediately if a computer is missing. If the laptop is reported a stolen, the school district will require a police report to be filed. If the computer is lost, the school district will require a parent conference with the building principal, district technology coordinator, and a building teacher to determine if there was negligence in the loss of the laptop.

LOSS OF PRIVILEGES
Violation of any of the procedures addressed in this document will result in disciplinary action. Laptops will be removed from students for the following violations:

1. Removal of labels from laptop or backpack
   1st offense – 5 days loss of full laptop privileges
   2nd offense – 10 days loss of full laptop privileges
   3rd offense - loss of full laptop privileges for rest of school year

2. Unattended computers.
   1st offense – 5 days loss of full laptop privileges
   2nd offense – 1 month loss of full laptop privileges
   3rd offense - loss of full laptop privileges for rest of school year

3. Use of chat rooms, e-mail, games without permission during class
   1st offense – 5 days loss of full laptop privileges
   2nd offense – 10 days loss of full laptop privileges
   3rd offense – 1 month loss of full laptop privileges
   4th offense - loss of full laptop privileges for rest of school year

4. Use of inappropriate language, offensive messages or pictures, harassment, insults, threats, or attacks on others.
   1st offense – 5 days loss of full laptop privileges
   2nd offense – 1 month loss of full laptop privileges
   3rd offense – loss of full laptop privileges for rest of school year

5. Downloading or distributing of computer programs & games (executables), MP3's, copyrighted material, peer to peer software or any programs not supported by Capitan Municipal Schools.
   1st offense – 1 month loss of full laptop privileges
   2nd offense – loss of full laptop privileges for rest of school year

6. Revealing your password to another user; using another user's password to gain access to the network, Internet, or laptop; trespassing unto another user's files; using another student's laptop; defacing laptops or backpacks with names or graffiti.
   1st offense – 1 month loss of full laptop privileges
   2nd offense – loss of full laptop privileges for rest of school year

7. Intentional damage to computers, computer systems or network, or other acts of vandalism or visiting pornography sites.
   1st offense – loss of full laptop privileges for rest of school year

Any student whose laptop has been confiscated will not be allowed to borrow a school loaner laptop nor use another student's laptop. The school reserves the right to institute additional disciplinary consequences or monetary fines should it be deemed necessary.

PRIVACY
The laptops are the property of Capitan Municipal Schools. All information will be accessible to the support staff/faculty. Additionally, the school retains the right to look at a student's hard drive if there is a reasonable suspicion that the computer is being used inappropriately or dishonorably.

PARENT/STUDENT
Parent or guardian is to attend one laptop meeting before the laptops are distributed to their child. Both Student and Parent must sign this Acceptable Use Policy for Laptop Program.

Parents are responsible for monitoring their child's use and care of the laptop during off school hours. Laptops may be used by other family members for educational purposes. All procedures set further in this policy apply to all users.

If laptops are damaged, they must be returned to the service provider for repairs. Students will be without the use of a laptop during that time.

Parent _____ Date_____

Student _____Date_____