

Gillett Secondary School 1:1 User Responsibility Guidelines

The Gillett School District provides technology resources to enrich the academic experience of our students. It is your responsibility to treat the technology and your fellow users with proper care and respect. We expect you to be respectful, responsible, and safe in your use of language in your online communications and in your behavior while online. We have tried to address the most common issues relating to technology use at Gillett.

Privacy

We may monitor usage and/or activity to fix an issue or to investigate a complaint. You should be aware that the school may review files and communications to maintain the integrity of the network and to ensure everyone is using their machines responsibly.

Consequences For Policy Violations

The Gillett School District will investigate violations of our general rules and guidelines, along with any additional rules or agreements sent or posted at school. Depending upon the situation and the severity, the school may take disciplinary action against a student, including warnings, termination of access, and/or suspension.

Gillett Accounts and Passwords

You are responsible for your Gillett network, email, and online accounts and your passwords. You are responsible for securing your passwords. You should not reveal your passwords to anyone, except your parents, teachers, or the Technology Coordinator.

Q: What's a secure password?

A: A secure password is one that does not contain your name, phone number or birthday. You can string two unrelated words, put them together, and add a meaningful number. Example: happymonkey315.

Q: What if someone asks to use my account?

A: You should not share your passwords with others (except your teachers, parents, and the Technology Coordinator). Accounts are private and customized for you. You are the author of anything sent using your account. It is easier to keep your password secret than to try to prove that a nasty message sent from your account was not written by you.

Q: What if I want to use someone else's account?

A: You are not permitted to use other accounts at any time. If you know someone's password, please inform a teacher immediately so that the password can be changed.

Q: What if I think someone has used my account?

A: If you think someone has used your account, please tell a teacher or the Technology Coordinator.

Q: Is my email private?

A: It may seem really private, but email has little privacy. We expect you to be as respectful, responsible and safe in your use of language in email, just like you would in any other form of communication.

Q: What email account can I use at school?

A: You should use your school email account. You should not access your personal email accounts.

Q: Can I use other wireless networks?

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A: While you are at school, you should only connect wirelessly to the Gillett-secure wireless network (GSD-PSK).

Q: Can I use social network sites (FaceBook, Twitter, etc) or make my own social networking website?

A: When you are at school, you may only access social network sites when directed by a teacher to do so. We expect you to use appropriate language and display ethical behavior at all times in any online use.

Q: What type of email and other communication is not acceptable?

A: You should treat others the way others wish to be treated. Specifically, it is not acceptable to send messages or pictures that use obscene, racist, or offensive language, or any other communication that could be considered harassing, insulting, derogatory or hurtful to others. This is considered cyber-bullying, which the school takes very seriously when it involves our students, whether the communication is generated on-campus or off-campus. In certain cases, it may be necessary for the school to report cyber-bullying incidents to the proper authorities.

Q: What if I get an email or see an online communication I do not like?

A: If you receive or see harassing or insulting online communications, or someone at school harasses or insults you on a website, you should tell a teacher.

Software on the Gillett Mobile Device

Gillett has installed all the required software on your mobile device. If you need additional software, please go to the Technology Coordinator or your teacher. Please note the Technology Coordinator may not be able to install the software due to known conflicts, issues, or the software requires a higher level of approval from the school's administration and/or your parents.

Q: Can I install anything else on my mobile device, like a game I really like to play?

A: You will only be able to install approved apps and extensions from the Web Store.

Q: Can I play games on my mobile device?

A: No, absolutely no gaming is allowed on your personal school-issued device. Even educational games may not be allowed such as Cool Math.

Q: Can I use online chat?

A: You can use chat if it is a part of a classroom activity and you have the permission of your teacher. Otherwise, chat should not be used at school.

Q: Can I download files?

A: The school has limited bandwidth and we do not have the bandwidth to download large files wirelessly. If you need to download a large file, please ask the Technology Coordinator for help.

When and Where to Use Your Gillett mobile device

Your mobile device is for school use within a monitored classroom setting. Follow teachers' directions in non-classroom situations.

Q: Where can I use my mobile device while at school?

A: you should use your mobile device under the direction of a staff member.

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Q: What should I do with my mobile device during lunch or other non-instructional times?

A: You are responsible for your device. You need to make sure your device is secure at all times. You will need to pay for damages. Keeping it in your locker with a lock would be a great location.

Q: Can I take my mobile device home?

A: You are encouraged to take your mobile device home in order to keep it charged while you are at school. If you charge at home you should never need to bring your charger to school.

Q: Who is responsible for keeping my device charged?

A: **you are responsible for coming to school each day with your device.**

Care of Your Gillett mobile device

Mobile devices are very expensive and should be treated with care. The mobile device you receive belongs to the Gillett School District. It is yours to use and care for during the school year.

Q: How can I take good care of my device?

A:

- Keep it away food and drink.
- Securely carry the device, with the lid closed.
- **Keep the device in the provided carrying case.** Do not carry papers or pencils in the case.
- Use your mobile devices on a stable surface, not balanced on your lap.
- Do not leave it lying around on the ground.

Q: Can I personalize the mobile device?

A: Your mobile device belongs to the Gillett School District. You will be responsible for this device for the next several years, but you will need to return it at the end of each school year the same way you received it with normal wear-and-tear taken into account. It cannot be personalized (stickers, writing) or physically changed in any way.

Q: What happens if the mobile device gets lost or damaged?

A: If your mobile device gets lost or damaged, let your teacher or the Technology Coordinator know right away. It is your responsibility to take care of your device. If damages are incurred, you may be charged for repairs and/or replacement.

Parental Responsibilities

As a parent, you are responsible for your child's actions and their use of all the resources Gillett provides to your child. Please review this policy carefully and discuss it with your child. By signing the 1:1 User Responsibility Guidelines, you are giving your child permission to use the Gillett network and its resources. You are also agreeing, on your child's behalf, that s/he has read, understood, and accepted this policy. You and your child's acceptance includes updated versions of this policy. We will notify you if the policy is updated and you can review it on your homepage. We cannot provide a mobile device to your child without the acceptance of this policy. Thank you for your support in helping everyone in the community use technology as a powerful learning tool.