

JME Computer Code of Conduct

1. Each year, students and parents must read **TOGETHER**, then sign and return the Computer Code of Conduct form before using a computer at school.
2. Students **MUST** have permission from a teacher or instructional assistant before using any computer at school.
3. All students **MUST** protect their username and password. Students may not use usernames and passwords other than their own.
4. Students may only use the Internet sites found on the LWSD Research & Homework Help website or a website their teacher has given them for an assignment.
5. With Staff permission, students may use their email account at school only for sending or retrieving school assignments.
6. Only the district approved Internet search engines will be used for teacher assigned work. Search engines may not be used during free time learning.
7. Students may not delete or add software to school computers or change any computer settings. Students may add their classroom and the computer lab printers.
8. Students are expected to respect and take care of our school computers. They should log off when finished, push in their chairs, and get the keyboards, mice and headphones ready for the next person to use.
9. The first time the computer code of conduct is not followed, the student will be asked to log off of the computer immediately. Additional consequences may include parent contact, suspension from using a computer, or suspension from school.



Student Use of the Internet

The Lake Washington School District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the District. As users of District computers, students are expected to review and understand Appropriate Use Procedures.

1. Protect your logon information from others. Do not use others' passwords.
2. Exercise good judgment.
3. Respect district property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way.
4. Do not delete or add software to district computers without permission
5. Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
6. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
7. Be ethical and courteous. Do not send hate, harassing or obscene mail, text or images, discriminatory remarks, or demonstrate other antisocial behaviors.
8. District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (Spam), propagation of viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).
9. Do not assume that because something is on the Internet that you can copy it.
10. Do not use district computers for commercial or political activity.



Guidelines for Personal Student Web Sites Housed on Private Servers

Students are encouraged to be involved in creating and maintaining their school's official Website. The district has established the following guidelines for students who choose to create personal Websites on private servers.

- 1. Students must have a thorough understanding of the rules, terms and conditions established by the host provider especially as it relates to content and language. If these conditions are not posted on the host site, an email should be sent requesting them.**
- 2. These sites need to be closely monitored by the site initiator and /or manager (webmaster) to ensure that everyone contributing to the site follows the rules, terms, and conditions established by the Internet Service Provider.**
- 3. School names, mascots, colors, and the school or school district's website designs are legal trademarks of the school and district and cannot be used without express permission.**
- 4. These websites need to be clearly identified as personal websites that are not associated with Lake Washington School District or an individual school.**
- 5. If material posted to a website is illegal, obscene, defamatory, threatening, disruptive, or harassing to other student or staff and/or the educational process, the District may contact the Internet Service Provider and website initiator/manager (webmaster) to ensure appropriate and legal expression. Legal and /or disciplinary action may also be taken by the District in appropriate case to prevent further abuses. Student webmasters or contributors may be disciplined by school authorities for authorizing such material either themselves or jointly with others, for aiding and abetting others to publish such material, or by knowingly permitting such material to be posted or to remain posted on the website without taking timely and adequate steps to prevent or remove the material.**

Appropriate consequences for violating this policy are specified in this student code of conduct.