

Central Kitsap High School 2011-2012
Parent/Guardian and Student Acknowledgement of Student Expectations

Student Acknowledgement:

- I have read the Student Rights & Responsibilities posted on the CKHS website (www-ckhs.cksd.wednet.edu). I know the consequences for disciplinary infractions including, but not limited to, truancy, possession or use of alcohol, drugs and tobacco products, harassment of any kind, bullying, theft, fighting and assault and computer misuse. I know what is expected in terms of my behavior.
- **I acknowledge it is my responsibility to read the rules and policies outlined in the CKHS Student Handbook located on the CKHS website at www-ckhs.cksd.wednet.edu.**
- I understand that I must adhere to the school's Dress Code (as stated in the student handbook and posted on the CKHS website (student Information).
- **I have read and understand the "CKHS Student Computer Network, Internet, and Gaggle E-Mail Use Agreement"** (included on back of this form). I understand that using CKHS computers, Internet Access, and Gaggle e-mail access at Central Kitsap High School is a privilege. I can lose any or all of these privilege(s) and there will be discipline consequences for ANY violation of these rules. I agree to obey these rules at all times when using the CKHS Computers and Computer Network, Internet, and Gaggle e-mail access at Central Kitsap High School at ALL times.
- I know possession of a firearm on school property will result in one-year expulsion from school. I know any student in possession of explosive devise(s), dangerous weapon(s) including but not limited to knives, clubs, air guns, "throwing stars", "nun-chu-ka sticks", or look-a-like weapons on school property, designated bus stop, or a school sponsored event shall be subject to expulsion or suspension for up to a maximum of 90 student days.
- I know my car will be towed or immobilized if it is parked illegally or without a permit. Additionally, I have read the information on the student parking areas and rules as stated on the parking form. I know parking is a privilege – not a right! I know that neither Central Kitsap High School nor Central Kitsap School District is responsible for damage to and/or theft of my vehicle or its contents.
- I know that plagiarism and copying another student's assignments or test is cheating and will result in disciplinary consequences.
- I know I can have NO food or drink in the halls or classrooms. I know that cellular phones and personal listening devices (such CD or MP3 players) cannot be used during school hours. The only exception to this rule is that a student may use personal listening devices and cell phones during his/her lunch period in the cafeteria, outside or other designated eating areas. Laser pointers are not allowed at school.
- I know the school rules apply when I am at school, on school district property, at school bus stops, and at school sponsored events.

I am a student who knows what is expected of me. I am the only person who can control my actions, attitudes, and behavior. As a CKHS student of good character and personal integrity, I agree that I will use appropriate language, attend class regularly and arrive on time, obey school rules and the directions of school staff, and that **I will adhere to the rules and policies of Central Kitsap High School and Central Kitsap School District as outlined in the Student Rights and Responsibilities and the Student Handbook (www-ckhs.cksd.wednet.edu).** I understand I will and should be held accountable for the choices and decisions I make.

Student Name (Print)

Student Signature

Date

Parent/Guardian Acknowledgement: I have read the Student Handbook and the District's Student Rights & Responsibilities and understand the rules, policies, procedures, and consequences for disciplinary infractions including, but not limited to: weapons or imitations of weapons, sexual harassment, bullying, theft, fighting, assault, internet use*, attendance & truancy, and possession or use of alcohol, drugs and tobacco products.

*I understand that if I **DO NOT** want my child to have internet access or Gaggle e-mail at school, I need to PUT MY INITIALS in the appropriate space(s) below.

I **DO NOT** want my child to have **Internet access** at school: _____(initial)

I **DO NOT** want my child to have **Gaggle e-mail access** at school: _____(initial)

Signature of Parent/Guardian

Date

Please sign and return this form to Mrs. Afleje in the Attendance Office.

CENTRAL KITSAP HIGH SCHOOL

Student Computer Network, Internet, and Gaggle e-Mail Use Agreement

Students must be familiar with the Student Computer-Use Rules given below and agree to abide by them in order to use the computer resources at Central Kitsap High School. These rules support District policy contained in the Internet Acceptable Use Policy, Attachment to 2022P.

COMPUTER LABS

- A teacher or staff member must always be present when students are in the lab. Students are not to enter unattended labs.
- Absolutely no food or drink is allowed in the lab (including water, candy and gum).
- Before you leave: Exit all programs, log-off the network, and straighten up the work area for the next user.

STUDENT NETWORK ACCOUNTS

- Student must safeguard their accounts by keeping their password secret.
- Students are responsible for activity that occurs on their account.

STUDENT COMPUTER USE RULES

- Computers are for educational use only.
- Students must respect the rights of other students to use computer equipment.
- Students may not use another student's account.
- Students may not interfere with another student using the computer.
- Students must treat the computer equipment with respect.
- No changing the configuration of the equipment.
- No vandalism, rough use, writing (or making marks) on the equipment
- No removal or alteration of equipment components.
- No downloading of files of any kind from the internet without instructor or staff permission.
- Students may not load software onto Central Kitsap High School (CKHS) computers.
- Students may not buy or sell merchandise or services using CKHS computers.
- Students may not lobby for/against political issues nor endorse/oppose candidates for public office on CKSD's public web server.
- Students may not play games, listen to audio CD's or view streaming videos on CKHS computers, unless instructor or staff permission is granted, and it is part of an adopted curriculum or school authorized event.
- Students may not access or attempt to access chat rooms, instant messenger programs, "My Space", blogs, other forums, or journaling sites on CKHS computers.
- Students may not access or attempt to access personal e-mail accounts on CKHS computers.
- Students may not access or attempt to access inappropriate Internet sites (pornography, weapons-related, hate, gaming, etc.)
- Students may not access or attempt to access the Internet during class without instructor or staff permission.
- **Students may not attempt to circumvent CKSD's security and filtering system by use of proxy servers or any other means.**
- Students must report any abuse of computer resources to a teacher, administrator, or other staff member.
- Students should limit printing to three pages without staff permission.
- The Central Kitsap School District reserves the right to disable/remove a user account from the network to prevent further unauthorized or inappropriate activity.

Failure to use the CKHS computers in a responsible manner will result in disciplinary action(s) and students may have their **computer use privileges** suspended or permanently revoked.

ACCESSING THE INTERNET AS A RESOURCE FOR LEARNING

At Central Kitsap High School (CKHS), access to the Internet is provided to support the educational, informational, and research needs of staff and students. Because not all information on the Internet is appropriate for the school setting, CKHS has an Internet policy and specific procedures to make certain that this educational resource is used responsibly. While no filtering software is 100% effective, software and technology is in place across the District to help make Internet use as appropriate as possible. Failure to use the Internet in a responsible manner will result in disciplinary action(s) and the student may have their **Internet privileges** suspended or permanently revoked.

ACCESSING GAGGLE STUDENT E-MAIL AS A RESOURCE FOR LEARNING

Starting the 2009-2010 school year, students will not be able to access personal e-mail accounts (i.e. Hotmail, Gmail, Yahoo, etc.) from CKSD computers. Central Kitsap High School (CKHS) would like to provide each student with a filtered/monitored email account to facilitate better communication between students and staff, and to model and monitor appropriate and responsible use of electronic communications.

To accommodate email accounts for students at CKHS, CKHS uses an e-mail service (free to our students) called Gaggle. Gaggle software provides filtering of student accounts and blocks inappropriate content in text and graphic form. These accounts can be accessed from home, via the internet, or school but are **not private**. They may be viewed by school administration (including their teachers) or Gaggle representatives. Initially no restrictions will be placed on who the student can send e-mail to or receive e-mail

from, how many e-mails can be sent or received per day, or the number of recipients an e-mail can be sent to. **These restrictions are subject to change at any time by school administration on a school wide or student-to-student basis.**

What will your student get with their Gaggle.Net e-mail account: Inbox, Delete Box, Sent Box, and commands that allow you to read mail, print messages, reply, forward, write new messages, add attachments, gather names in an address book, and online file storage. Online file storage and file sharing is available through Gaggle.Net's Digital Locker feature which provides each student with 100 megabytes of space that can be used for either email or online file storage. Just as you need to protect your network account from another person using it, so will you need to protect your student Gaggle e-mail account from others using it. You are responsible for keeping your Gaggle e-mail account secure. This means:

- Choose a password that is secure (difficult for someone else to figure out).
- Never share your password with someone else.
- An e-mail account is only to be used by the person to which it is assigned. Don't allow someone else to use your account after you have logged in.
- If you believe your password has been compromised (learned by others) change the password.
- Please contact the Building Technology Coordinator if you have been locked out of your account.
- You will be held responsible for any activity that occurs from the use of your account.

Rules that govern our speech at school also govern our electronic communication via e-mail. Do not put in an e-mail anything inappropriate or anything you would not want made public. Profane, pornographic, sexually suggestive, rude, hateful and threatening remarks are not acceptable in school conversations and correspondences; neither are they appropriate in e-mail. Be sure to be careful in your choice of words and meaning. Remember, ALL e-mail is filtered and viewable by school administrators and teachers. **As with all of your interaction on the Internet, NEVER give out personal information (your name, address, phone number, etc.) and NEVER give out your social security number or credit card information without parent permission.**

Helpful E-Mail Tips:

- Your Gaggle e-mail account is intended for academic use only. Your e-mail account MAY be used to support class work or other valid academic uses. Save personal conversations for face-to-face communications.
- Be careful about sending an e-mail about something you are emotional over. The reader can't see your facial expressions and body language and you may come across much stronger than you intended.
- Use of capital letters is viewed by many as shouting, and while it may emphasize a point you want to make, it can also turn people off because they may think you are yelling at them.
- Keep e-mails brief and to the point.

CKHS HAS CHOSEN TO PROVIDE A COMPUTER NETWORK ACCOUNT, INTERNET ACCESS, AND GAGGLE STUDENT E-MAIL ACCOUNT FOR ALL STUDENTS UNLESS A PARENT NOTIFIES THE SCHOOL THAT THEIR CHILD MAY NOT. The following is the process that must be completed prior to giving a student access to the **CKHS Student Computer Network, Internet, and Gaggle e-Mail Use.**

1. Parents and students are asked to read and discuss the **CKHS Student Computer Network, Internet, and Gaggle E-Mail Use Agreement.**
2. Parent and Student must confirm they have read the **CKHS Student Computer Network, Internet, and Gaggle E-Mail Use Agreement.**
3. Students who inappropriately use their **CKHS Student Computer Network, Internet, or Gaggle E-Mail account** will be disciplined **and** may have their access to any or all of these privileges revoked.

Questions about this information may be addressed to Tyler Hunt, the Central Kitsap High School Building Technology Coordinator, at 662-2400 or 2528.