



Mrs. Rose Lobianco, Principal

HERBERT H. LEHMAN HIGH SCHOOL

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STUDENT AUTHORIZATION CONTRACT FOR NETBOOK USE

Student Name: _____ OSIS: _____

Teacher: _____ Class: _____

The use the school's NetBooks must be in support of educational purposes and consistent with the goals and policies of the school. This equipment is must be used and handled properly to ensure that it can serve as a learning and communication tool for Lehman High School students. Students must follow the school's rules and procedures when using a school NetBook.

Procedures prior to first in-class use of NetBooks:

1. Teachers will explain the distribution and collection procedure to the students.
2. Teachers will designate which NetBook each student or group of students will use on the following day.

In-class distribution procedure:

1. Students will come up one at a time to get their assigned NetBook from the cart and sign the "Student NetBook Distribution/Collection Log."
2. Students will give the teacher their ID which the teacher will hold until the NetBook is returned.
3. Students will immediately check the NetBook for damage or vandalism. Students **must report** any damage or vandalism to their teacher immediately.

In-class NetBook use rules

1. Students will handle the NetBook with care and not intentionally damage or vandalize it.
2. Students working in groups must be given an equal access to the NetBook.
3. Students will not attempt to grab a NetBook from another student.
4. Students must move around the room with care to avoid accidentally tripping or knocking a NetBook off of a table.
5. Students will not attempt to install any software on the NetBook .
6. Students may NOT leave their NetBook unattended during the class period.
7. Students may NOT leave the classroom when NetBooks are distributed.

In-class collection procedure:

1. Students will return their NetBooks to the teacher. The teachers will visually inspect each NetBook, check for damage or vandalism, place the NetBook in its correct bay, plug it into the charger and then return the student ID.
2. The teacher will check and verify that all NetBooks have been returned before to the end of the period.
3. Teachers will sign the log "Student NetBook Distribution/Collection Log" to indicate that all NetBooks have been returned.

NYC DOE Rules for Internet Acceptable Use (IAUP)

As required by the Children's Internet Protection Act ("CIPA"), the NYC DOE will monitor students' online activities. Such monitoring may lead to discovery that the user has violated or may be violating, the NYC DOE Internet Acceptable Use Policy, the student disciplinary code, or the law. The Department also reserves the right to monitor other users (e.g., non students) online activities.

The NYC DOE reserves the right to employ and review the results of software that searches, monitors and/or identifies potential violations of the Internet Acceptable Use Policy. Users should be aware that their personal files may be discoverable in court and administrative proceedings and in accordance with public records laws. System users have no privacy expectation in the contents of their personal files and records of their online activity while on the NYC DOE system.

Parental Notification and Responsibility

- a) The NYC DOE will provide students and parents with guidelines and instructions for student safety while using the Internet.
- b) The NYC DOE Internet Acceptable Use Policy contains restrictions on accessing inappropriate material and student use generally will be supervised. However, there is a wide range of material available on the Internet, some of which may or may not fit the particular values of the students. It is not practically possible for the Department to monitor and enforce a wide range of social values in student use of the Internet. Further, the Department recognizes that parents bear primary responsibility for transmitting their particular set of family values to their children. The Department will encourage parents to specify to their child(ren) what material is and is not acceptable for their child(ren) to access through the Department system.

A) Personal Safety Violations For Students

- i) Student users will not post or transmit photographs or personal contact information about themselves or other people without prior written parental consent from the parent of the student whose information is being posted. Such consent must be delivered to the child's teacher or principal. Personal contact information includes, but is not limited to, home address, telephone number, school name, school address and classroom.
- ii) Student users will not agree to meet with someone they have met online without their parent's approval and participation.

iii) Student users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

B) Illegal Activities

i) Users shall not attempt to gain unauthorized access to the Department system or to any other computer system through the Department system, or go beyond their authorized access. This prohibition includes intentionally seeking information about passwords belonging to other users, modifying passwords belonging to other users, or attempting to log in through another person's account. Further, users may not attempt to access, copy, or modify another user's files. These actions are not permitted and may be illegal, even if only for the purposes of "browsing."

ii) Users shall not attempt to subvert network security, impair the functionality of the network or bypass restrictions set by network administrators. Users are also prohibited from destroying data by spreading computer viruses or vandalizing data, software or equipment.

iii) Users shall not use the Department system to engage in any other illegal act, such as arranging for a drug sale, purchasing alcohol for a minor, engaging in criminal gang activity, threatening the safety of a person, etc.

C) System Security Violations

i) Users are responsible for the use of their individual account if applicable and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide their password to another person, except that supervisors and/or teachers may require users to provide their passwords.

ii) Student users will immediately notify a teacher if they identify a possible security problem (such as disclosure of their password to another person) and other users will immediately notify the system administrator. No users will go looking for security problems, because this may be construed as an illegal attempt to gain access.

iii) Every school must install and maintain anti-virus software on each workstation. Updates, typically referred to as "virus definitions," should be updated as the manufacturer recommends.

D) Inappropriate Language

i) Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

ii) Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, abusive or disrespectful language.

iii) Users will not post information that could interfere with the educational process or cause a danger of disruption in the educational environment.

iv) Users will not engage in personal attacks, including prejudicial or discriminatory attacks.

v) Users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending them messages, they must stop. However, nothing in this paragraph shall prohibit supervisory use of e-mail in connection with Department activities and employment.

vi) Users will not knowingly or recklessly post false or defamatory information about a person or organization.

E) Privacy Violations

i) Users should not repost a message that was sent to them privately without permission of the person who sent them the message.

ii) Users should not post private information about another person.

F) Respecting Resource Limits.

ii) Users will not download large files unless absolutely necessary. If necessary, users will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to their personal computer or diskette.

Please read and sign the declaration below.

I understand and will abide by the rules and procedures stated in this contract.

I will not *play games or download software, music, videos or inappropriate images* on any school computer.

I understand that ALL other school rules apply when using the school's equipment.

I have reviewed and will abide by the Department of Education Internet Acceptable Use Policy.

I understand that the use of computer equipment is a privilege that bears responsibility.

I understand that this privilege may be suspended or revoked if I violate provisions of this contract.

Student Signature _____ Date _____

Parent / Guardian _____ Date _____

Home phone # _____ Work phone # _____