



Bais Yaakov High School

Student Technology Use Guidelines and Contract

- Please note all computer labs remain locked by electronic keypad until a faculty member unlocks the door.
- No student should be present in the computer lab without a Bais Yaakov High School (BYHS) faculty member.
- No food or drink of any kind is allowed in any of the BYHS student computer labs.
- Every student is expected to treat all computer lab hardware and equipment with respect and responsibility.
- Every student within BYHS will be given a username and password, enabling her to log into the BYHS network. Credentials will only be given once the student submits a signed technology contract. **Students are instructed not to share their username and password with anyone else, regardless of any circumstance.** If username and password are shared, the responsibility remains on each user. Any activity not in compliance with Bais Yaakov guidelines may lead to being barred from using computers at school, as well as other disciplinary actions.
- **Always** log off from the BYHS network when finished working and before leaving the BYHS computer lab.
- Address any computer software, hardware, or mechanical questions and report any software or hardware malfunction directly to the teacher. Any error messages should be shown immediately to the teacher. Do not explore in an effort to resolve the issue independently.
- All schoolwork done during a computer class should be saved on the high school server and according to the teacher's direction.
- Any time a student uses the BYHS computer network, she should be aware that all equipment is school property. Any files throughout this network, as well as any work done on the computer, are **not** private and can be monitored or viewed at any time by the IT staff members, the BYHS Computer Department, or school administration. Activity on the network is tracked by username and monitored by the IT department. **This includes the individual student's folder.**
- A virus scan will initiate when any USB or any other external devices are plugged into a BYHS computer.
- No student will be allowed to check her email during the school day on school premises on any type of device.
- Students may not email schoolwork to themselves to be printed in school.
- Students may not enlist the assistance of any IT or Bais Yaakov staff member to check their email accounts and retrieve a file, even if it is for school purposes.

Guidelines for Best Use of a Shared Drive

- A shared drive is a temporary place for members of Bais Yaakov to place files for the purpose of educational collaboration. Files that remain on the shared drive for an extended period of time will be removed.
- No student should be placing personal files (such as documents, worksheets, pictures or video clips) on the shared drive or her student folder/mapped drive.
- The shared drive will be consistently monitored and filtered accordingly by an IT staff member.
- Any file which contains content that is not in line with the goals of Bais Yaakov will be removed from any of the BYHS shared drives or her student folder/mapped drive.
- Any student who places any file which contains inappropriate content will be subject to disciplinary action.

Bais Yaakov High School Printing Policy

Student printing can only be done with the instruction or approval of either a teacher or club advisor. Students are required to pay for all additional printing/copying needs. This includes homework, research papers, class notes, class presentations, handouts, etc. All student printing will be monitored by Mrs. Khaver.

This section to be handed in at school.

CONTRACT

I have read and agree to abide by the school technology guidelines regarding the use of the Bais Yaakov High School computer equipment and network. I fully understand that any inappropriate usage may result in my being barred from using school computers or other disciplinary action.

Student Printed Name

Student Signature

Grade

Parent Signature and Date