

NUEVA'S LAPTOP ACCEPTABLE USE POLICY

Nueva provides network and technology resources to enrich the academic experience of students, faculty, and staff. Our 1-to-1 Laptop Program is a natural extension of our history of innovation with technology and its emphasis on authentic learning experiences.

By giving each student their own laptop to use, we erase the cumbersome process of checking out and starting up computers at the beginning of class periods. We are asking students to use school-issued laptops, even if your student has their own at home, because teachers are expecting students have the same software packages. The school also periodically updates software remotely. In addition, school-issued laptops enable students to keep their data on a central server, allowing them to access their information from other locations.

The use of these laptops and this technology rests on the school's values and requires students to accept the same ethical responsibilities found in all the other areas of school life. The general rules and principles of the school are a sound basis for good decision making with regard to technology. It is the student's responsibility to treat the technology and their fellow users with the proper care and respect.

We expect students to be respectful, thoughtful, and careful in their use of language in their online communications and in their behavior while online. We have tried to address the most common issues relating to technology use at Nueva. During the school year, other questions may arise and if that happens, we will try to answer those questions and update this policy. The current version of this policy will be on your homepage on the Nueva website.

Privacy

Within reason, Nueva respects freedom of speech and access to information. We may monitor usage or activity to fix problems or investigate complaints. Students should be aware the school may review files and other communications to maintain the integrity of the network, and to ensure all users are using the network responsibly.

Consequences For Policy Violations

Nueva will investigate violations of these general rules and guidelines and any more specific rules sent or posted at school. Depending upon the situation and the severity, the school may take disciplinary action against a student, including warnings, suspension, and/or termination of your access to laptops, email, and the network. The school will also address any inappropriate use of the Internet, on or off the network or the Nueva website, including any harassing, insulting, or threatening language. Violations of the rules and guidelines in this policy reflect not only upon the individual student, but also upon the school.

Parental Responsibilities

As a parent, you are responsible for your child's actions and their use of all the resources Nueva provides to your child. Please review this policy carefully and discuss it with your child. By clicking 'I Accept', you are giving your child permission to use the Nueva network and its resources. You are also agreeing, on your child's behalf, that s/he has read, understood, and accepted this policy. Your 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 laptop to your child without the acceptance of this policy. Thank you for your support in helping everyone in the community use

technology wisely.

Nueva Accounts and Passwords

Students are responsible for their Nueva network, email, and online accounts and their passwords. Create secure passwords and do not reveal your passwords to anyone, except your parents, your teachers, or the Technology Office staff.

Q: What's a secure password?

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

Q: What is someone asks to use my account?

A: Do not share your password with friends, as it can often get you into trouble. It is sometimes difficult when someone asks to use your account, especially if it is your friend. 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 "wasn't from me."

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

A: Students are not permitted to use other Nueva accounts at any time, whether those of students or teachers. This means that if you somehow learn someone's password, you may not use it.

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

A: If you think someone has used your account without your permission, tell a teacher or the Technology Office.

Q: Can I send chain mail?

A: You can send a personal email to someone, but forwarding a chain email to a list of people is not permitted.

Q: Is my email private?

A: It may seem really private, but email has little privacy, not only at Nueva but also in the outside world. Anyone can forward your email or print it out, and it may lose the privacy you had intended. Before you forward an email someone sends you, consider whether the words are private and meant only for you. If they are, ask the person's permission before you forward that email. We expect you to be as respectful, thoughtful, and careful in your use of language in email as you would in any other form of communication. If you wouldn't say it to someone's face, then do not put it in email.

Q: What email account can I use at school?

A: When you are at school, you should use your school email account and should not access your personal email accounts. If you use another account at home (like Hotmail or Gmail) for communication within the school community, the same rules of respect apply as if you had used your school account. Using other email systems are not a way to get around the rules and standards for communication within the school.

Q: Can I use other wireless networks?

A: While you're at school, you can only connect wirelessly to the Nueva-Secure wireless network.

Q: Can I use social network sites like MySpace, FaceBook, or Twitter or make my own website?

A: When you are at school, you may not access these sites. Outside of school, if you want to use a social networking site, you may, but you will need to follow their rules and guidelines. Some sites require you to be 13 or older to create accounts, so check the rules before you join. We expect you to use appropriate language and model ethical behavior at all times in any online use. You are a student of the school even when you are not in school, and school guidelines regarding respectful and responsible treatment of others still apply.

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

A: You should treat others the way you wish to be treated. Specifically, it is not acceptable to send messages or pictures that use obscene, offensive, or racist remarks or language, or any communication that could be considered harassing, insulting, derogatory or hurtful to others. This may be considered cyber-bullying, which we take very seriously when it involves our students, whether it is generated on-campus or off-campus.

Q: What if I get an email or see an online communication I don't like?

A: If you receive or see a harassing or insulting online communication, or someone at school harasses you or insults you on a website, you should tell a teacher, Henry Trevor, or Diane Rosenberg.

Software on the Nueva Laptop

Nueva has installed all the required software on your laptop. If you need to download an additional piece of software, please go to the Technology Office and they will try to help you.

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

A: Your laptop is your school computer, designed to help you get the most out of school, and already has everything installed that you need. Games are for home and not for school. If you are prompted for an installation or administrator password, please visit the Technology Office as you may be attempting to install an unauthorized application.

Q: Can I use online chat?

A: You can use chat if it's a part of your classroom activity and you have permission of a teacher. Otherwise, chat, like games, should be used at home, and not at school. You can use chat on your own personal laptop, and or you can chat face-to-face.

Q: Can I download file-sharing programs?

A: We all know that file-sharing programs generally are used to facilitate illegal sharing of copyrighted material, such as music, videos, movies, pictures, or software. Programs like Limewire and BitTorrent all allow users to upload, download, and share copyrighted materials. Copyright infringement is breaking the law and students have had to pay up to \$3,500 for downloading just one illegal song. You must own any music you put on your laptop. You don't own a song if you copy it from someone else; you have to own it yourself either on a CD or have purchased it from iTunes or some other online music store.

Q: Can I download files?

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

When and Where to Use Your Nueva Laptop

Your laptop is for school so you can use your laptop when the day begins at 8:30 a.m. until 3:30 p.m., and after you have been picked up at school at the end of the day.

Q: Where can I use my laptop?

A: You can use your laptop when under the direct supervision by a teacher.

Q: Can I use my laptop during recess or lunch?

A: We value the importance of play and healthy eating habits, so leave your laptops in your lockers during recess and lunch. During recess, E101 is open and supervised for homework or school-related projects on Tuesdays and Thursdays.

Q: Where can I leave my laptop?

The best place for your laptop and its case is on your desk, being carried by you, or in your locker. Putting it anywhere else exposes your laptop to the risk of getting damaged or stolen.

Q: What if I get to school at 8:00 and I really need to finish my homework?

A: Take your laptop into the library and tell one of the librarians your situation and ask them if you can finish your homework. Reserve this for an emergency, so the librarians are not spending the first half hour of each day responding to these requests.

Q: Can I use my laptop while I'm waiting to be picked up?

A: Sorry. You can use your laptop *after* you have been picked up.

Q: Can I use my laptop in extended day?

A: Unfortunately not, but you can use your laptops at homework club.

Q: Can I use my laptop at homework club?

A: You may use your laptop in homework club. Remember, homework club is for homework and not for recreational games.

Care of Your Nueva Laptop

Laptops and the installed software are very expensive and you need to treat them that way. The laptop you receive actually belongs to Nueva, and not you. At the same time, it is yours to use for this school year and you will find it very useful for school-related work. You can take your laptop with you and you also have the responsibility for taking good care of it. Please help Nueva to keep all of our laptops in good working order.

Q: How can I take good care of it?

A: Keep it away from food and drink. It is easy to spill something on your laptop and then disaster ensues. Carry it with both hands (not one) on both sides, with the lid closed, and the case zipped. It feels light but it is really easy to drop it especially if you're only holding it with one hand and walking around. Use your laptops on a stable surface, not balanced on your lap, despite its name. Accidents

happen when you are not sitting on a stable surface. Keep your laptop in the provided laptop case at all times, even when you are using it. If you ever drop your laptop, keeping it in its case may help provide protection against damage. It is easy to trip or step on a laptop and a broken screen is very expensive thing to replace, so do not leave it lying around in the courtyard or on the ground.

Q: Can I personalize the laptop?

A: Your laptop belongs to Nueva and you need to return it at the end of school year the same way you received it, taking into account normal wear-and-tear. It cannot be personalized with stickers or writing, or physically altered in any way.

Q: What happens if the laptop gets damaged?

A: If your laptop gets damaged, take it to the Technology Office right away. Nueva reserves the right to charge your parents the direct costs of repairing your laptop if you repeatedly or purposefully damage it. So, please take care of it!