

ROXBURY TOWNSHIP BOARD OF EDUCATION
GRADES 5-12 STUDENT INTERNET & NETWORK PERMISSION FORM

Independent use of the Internet will be given only to those students who complete and return this permission form with parent/guardian approval. The school will grant access to only those students with parent/ guardian permission and who agree to follow rules established for the school network and Internet.

Students may only access the Internet under direct teacher supervision. The teacher must be with the student and able to see the monitor at all times.

The Internet includes file servers worldwide. It is not possible to screen the materials at all of these sites. Information can change at any site daily. It is important for each family to discuss the Internet and set expectations for the kinds and types of materials that are acceptable for each family.

The district has established a technology policy that applies to student use of the Internet. The computer system administrator has access to all students' saved data. As such, users should have no expectation of privacy regarding files or e-mail. Non-school activities such as those listed below are not permitted:

- Sending or displaying offensive messages/pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using others passwords
- Giving others access to your password
- Trespassing in other's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing chat rooms is only permitted under the direct supervision of the teacher

Students violating this policy would, on the first offense, lose computer access for a period of five days. A subsequent violation will result in the loss of access for the remainder of the school year.

Students in grades 5 through 12 will be required to log on with their own user name and unique complex password. User name will be the student's first initial, full last name, and two digits representing his/her high school graduation year. For example: *John Smith* graduating in 2011 will be: *jsmith11*

Please see directions for complex confidential password on back of this form.

Should your child experience any difficulty with the log on process, please have him/her contact the classroom teacher.

PARENT/GUARDIAN: Please review your individual family expectations regarding materials you may approve for your son/daughter to access on the Internet. If you want to allow your child Internet access, please sign below.

I give permission **I DO NOT give permission for my child _____ to be issued access to the Internet and email through the computer network of Roxbury Public Schools. I have reviewed the school's rules regarding network and Internet use with my child.**

Signature: _____ Date: _____ Home Phone: _____

STUDENT: *I understand the school's rules for Network and Internet access, and I agree to follow all rules. I have discussed with my parent/guardian the type of materials that I should access.*

Signature: _____ Date: _____ Home Phone: _____

Student Name: _____ School: _____ Student ID: _____

Last, First (please print)

Student Login: *first initial full last name 2 digits high school graduation year* _____

Directions for Student's Complex Confidential Password

Roxbury Public Schools

Effective September 1st 2007 the district will have a new security precaution procedure on your login password. On your first day back into the school district **ALL STUDENTS** (including returning students) that need to access the district network will be required to assign a new **complex confidential** password. You will be asked for the old password and you must {CHECK WITH THE SCHOOL MAIN OFFICE for the new password}

Requirements of a complex password:

1. Should not contain any or all the user's entire name.
2. Must be at least **EIGHT** characters
3. Must contain characters from at least **three** of the four following categories.

a. Uppercase English letters A-Z

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

b. Lowercase English letters a-z

a b c d e f g h I j k l m n o p q r s t u v w x y z

c. Number 0 to 9

0 1 2 3 4 5 6 7 8 9

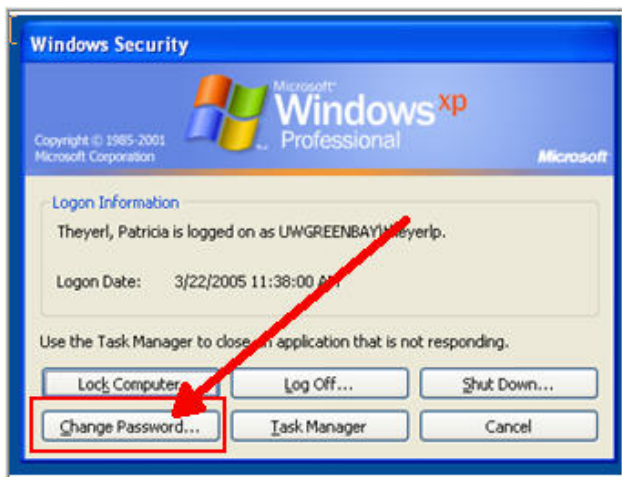
d. Non-alphanumeric characters

" # \$ % & ' () * + , - . / : ; < = > ? @ [\] ^ _ { } ~

The new complex password will be effective for the whole 2006-07 school year. If any student that needs assistance with this complex password procedure please contact your classroom teachers for assistance. During the school year, if you feel your password integrity has been jeopardized you may change it yourself without notifying the district *Computer Services Dept.* You will still need to assign a new password applying the complex password convention. (Unique complex passwords can only be recycled after they were used at least twice). Directions to change your password are as follows:

You will have to be already logged in to the network

Hold down the **Ctrl, Alt, Delete** keys
Click Change Password



Type in your old password {CHECK WITH THE SCHOOL MAIN OFFICE for the new password}

Type in your new complex password twice (The 2nd time is to verify the password)

Before you click OK, make sure you record it

Keep the password in a safe secured place.



Please Note:

If you are logged into the network and your computer is idle for **10 minutes** the computer will automatically be put into a locked status mode (NOT LOGGED OFF). You will be required to go through the unlock procedure by holding down the **Ctrl, Alt, Delete** keys and re-entering your password. If you are sharing the PC with any other users and you failed to log off then the next person trying to use the locked computer will have to totally shut down by holding down the power switch. (This may cause you to lose any unsaved work/data)

If you failed to log in successfully after your three consecutive attempts your login account will be in suspension for a period of **10 minutes**. After this waiting period then you can attempt to login again. If you still have a problem logging in you will have to contact school main office and the district *Computer Services Dept.* will have your login account manually reset. We are aware that you need access to the network ASAP; however, we appreciate your cooperation and patience and will try to make every effort to re-instate your login account.