

## Instruction

### Acceptable Use Policy (Networked Resources)

**Any person who accesses the networked system/Internet connection must sign the *Agreement for Network/Internet Access* as a condition for using the Network/Internet.**

The global electronic community, commonly referred to as the "Information Superhighway" or the "Internet," is a very valuable resource for education. The Internet (including, but not limited to, Internet sites, pages, files, e-mail, on-line services, and bulletin board systems) provides access to a vast array of resources which can be used to support the curriculum by facilitating resource sharing, innovation, and communication. The School Board's goal is to include the resources of the Internet in the District's instructional program where appropriate to increase learning and improve instruction. The Superintendent or designee will develop an implementation plan for this policy, which will include administrative procedures for staff, student and community use of the networked system and Internet.

Use is a privilege, not a right, and therefore can be suspended or revoked. All use of the District's connection to its networked system and Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to District and building discipline codes.

The use of the Internet will be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the student. Selection of materials, sites, services, bulletin board systems, etc. from the Internet shall comply with the Board's selection policy for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum.

The Internet may be used in a variety of formats. These include e-mail; the District's downloaded material incorporated into the Virtual Museum collection; teacher-selected material in a prescriptive setting; and "live" Internet interaction, in which material is not pre-selected.

Student control of live Internet interaction may only occur with specific authorization from a teacher; such student control is subject to the *Agreement for Network /Internet Access*, and requires student and parent acceptance of its terms and conditions. At the elementary and middle school levels, student control of live Internet interaction must be under the direct supervision of a teacher.

General rules for behavior and communications, as stated in the District's and schools' codes of conduct, apply when using the Internet, whether the electronic connection is made at school or remotely through school district network interfaces. Breaches of the codes of conduct during use of the Internet will be treated as though they occurred "live", that is, within the school. **The failure of any user to follow the terms of this policy or its administrative procedures, rules, or regulations may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** Due process will be given commensurate with the seriousness of the offense. The District's *Agreement for Network/ Internet Access* and the *Agreement for Network/Internet Access* contain the appropriate uses, ethics, and protocol for the networked system and Internet.

Electronic communications and downloaded material may be monitored, read, edited, or traced by school officials.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. **The District will not provide any electronic or other filtering of the Internet.** Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Adopted: 1/22/98

Revised: 8/17/00

## Administrative Procedures

### Acceptable Use of the Internet

All use of the networked system and Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Agreement* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the policy, administrative procedures, and appropriate *Agreements* may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

### Terms and Conditions

1. Acceptable Use - All use of the District's connection to the networked system and the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to District and building discipline codes.
2. Privileges - The use of the District's networked system and Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has committed a violation, and may deny, revoke, or suspend access at any time; his or her decision is final. **Violations of the codes of conduct or professional requirements may result in the loss of privileges and employee or student discipline.** Due Process will be given commensurate with the seriousness of the offense.
3. Unacceptable Use - The user is responsible for the user's actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically revise the concepts of acceptable and unacceptable use. These revisions will become part of this document.
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized access or downloading of software, electronic files, e-mail, or other data;
  - c. Downloading copyrighted material for other than legal personal or professional use;
  - d. Using the network for private financial or commercial gain, which adversely affects the District;
  - e. Wastefully using District resources, such as file space;

- f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - m. Using the network while access privileges are suspended or revoked;
  - n. Publishing or otherwise disseminating another person's identity, personal information, account, or password;
  - o. Using the network for unauthorized product advertisement or political activity;
  - p. Promoting or encouraging the use of illegal or controlled substances;
  - q. Forgery or alteration of e-mail;
  - r. Unauthorized use of the network to play computer games, enroll in list serves, or participate in chat rooms.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.

5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the *Agreement* or *Permission*.
7. Security - Network security is a high priority. If you can identify a security problem, you must notify the system administrator or building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from the individual. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism. The District will use the legal system to seek restitution.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. District Purchase of Goods and Services - Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District's business office.
11. Each user must sign the *Agreement for Network/ Internet Access* as a condition for accessing networked resources and using a live Internet connection.
12. Further, each student, his or her parent(s)/guardian(s) must sign the *Agreement for Network/Internet Access* before the student is granted access under a teacher's authorization.

### Agreement for Network/Internet Access

*Each user must sign the Authorization as a condition for using the District's Networked system and Internet connection live with students. .  
Please read this document carefully before signing.*

All use of the networked system and Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Agreement* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the policy, administrative procedures, and appropriate Agreements may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### Terms and Conditions

1. Acceptable Use - All use of the District's connection to the networked system and the Internet must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to District and building discipline codes.
2. Privileges - The use of the District's networked system and Internet connection is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has committed a violation, and may deny, revoke, or suspend access at any time; his or her decision is final. **Violations of the codes of conduct or professional requirements may result in the loss of privileges and employee or student discipline.** Due Process will be given commensurate with the seriousness of the offense.
3. Unacceptable Use - The user is responsible for the user's actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically revise the concepts of acceptable and unacceptable use. These revisions will become part of this document.
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized access or downloading of software, electronic files, e-mail, or other data;
  - c. Downloading copyrighted material for other than legal personal or professional use;

- d. Using the network for private financial or commercial gain which adversely affects the District;
  - e. Wastefully using District resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authored or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - m. Using the network while access privileges are suspended or revoked;
  - n. Publishing or otherwise disseminating another person's identity, personal information, account, or password;
  - o. Using the network for unauthorized product advertisement or political activity;
  - p. Promoting or encouraging the use of illegal or controlled substances;
  - q. Forgery or alteration of e-mail;
  - r. Unauthorized use of the network to play computer games, enroll in list serves, or participate in chat rooms.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be

reported to the authorities.

- e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
  6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the *Agreement or Permission*.
  7. Security - Network security is a high priority. If you can identify a security problem, you must notify the system administrator or building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from the individual. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
  8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the District, another user, the Internet, or any other network. This prohibits degrading or disrupting of equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for any and all costs related to the repair or restoration of any damage done through vandalism. The District will use the legal system to seek restitution.
  9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
  10. District Purchase of Goods and Services - Any purchase or ordering of goods or services on behalf of the District must conform to the rules, regulations and procedures required by the District's business office.
  11. Each user must sign the *Agreement for Network/ Internet Access* as a condition for accessing networked resources and using a live Internet connection.
  12. Further, each student, his or her parent(s)/guardian(s) must sign the *Agreement for Network/Internet Access* before the student is granted access under a teacher's authorization.

## ***AGREEMENT FOR NETWORK/INTERNET ACCESS***

All use of the networked system and Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Agreement* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the policy, administrative procedures, and appropriate *Agreements* may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

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  - c. Downloading copyrighted material for other than legal personal or professional use;
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- e. Wastefully using District resources, such as file space;
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  - p. Promoting or encouraging the use of illegal or controlled substances;
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  - d. Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.

- f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the *Agreement* or *Permission*.
7. Security - Network security is a high priority. If you can identify a security problem, you must notify the system administrator or building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from the individual. Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
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11. Each user must sign the *Agreement for Network/ Internet Access* as a condition for accessing networked resources and using a live Internet connection.
12. Further, each student, his or her parent(s)/guardian(s) must sign the *Agreement for Network/Internet Access* before the student is granted access under a teacher's authorization.

I understand and will abide by the above *Agreement for Network/Internet Access*. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Network/Internet.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

## (Letter to Parents Regarding Student Use of the Internet)

Dear Parents:

The global electronic community, commonly referred to as the "Information Superhighway" or the "Internet," is a very valuable resource for education. The Internet (including, but not limited to, Internet sites, pages, files, e-mail, on-line services, and bulletin board systems) provides access to a vast array of resources which can be used to support the curriculum by facilitating resource sharing, innovation, and communication. The School Board's goal is to include the resources of the Internet in the District's instructional program where appropriate to increase learning and improve instruction.

At times, your child may have the opportunity to use a "live" Internet connection, in which the student controls the material that appears. With this educational opportunity also comes responsibility. In addition, both you and your child must sign the *Agreement for Network/Internet Access*. Therefore, you and your child should read the enclosed *Agreement for Network/Internet Access* and discuss it together. It establishes the rules which must be followed if a student is to use the Internet through the District's connection. The rules are established for the protection of your student, other students, and other people on the networked system and Internet. Failure to follow these rules may result in loss of the privilege of networked system and Internet use and/or disciplinary measures. The District and school codes of conduct apply to all actions taken on the networked system and Internet. Remember that you are legally responsible for your child's actions.

The District will not take precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, it is impossible to control all material and a user may discover inappropriate material. This material does not simply appear, but rather is sought by the student. We will teach our students that the appropriate response to finding such material is to IMMEDIATELY exit the site, notify the supervising teacher, and not return to that material. Ultimately, parents are responsible for setting and conveying the standards that their child should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize access to the networked system and Internet.

Please read and discuss the *Agreement for Network/Internet Access* with your child. If you agree to allow your child to have Internet access, sign the "*Student and parent Signature page*" and return it to your school.

If you have any questions, please contact your building Principal, or the Superintendent listed below.

Sincerely,

Dr. Anthony Przeklasa  
Superintendent of Schools

STUDENT AND PARENT SIGNATURE

We have read this *Agreement for Network/Internet Access*. All use of the networked system and Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Agreement* does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms of the *Agreement for Network/ Internet Access* may result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

We understand and will abide by the *Agreement for Network/ Access*. We further understand that should my child commit any violation, the child's access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, we hereby release the School District and its Board members, employees, and agents from any claims and damages arising from use, or inability to use the Internet.

We understand that access is designed for educational purposes and that the District has not taken precautions to eliminate controversial material. We recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. We will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. The undersigned have discussed the terms of this *Agreement*. We hereby request that the student be allowed access to the District's networked system and Internet.

DATE: \_\_\_\_\_

PARENT/GUARDIAN NAME (Please Print): \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

STUDENT NAME (Please Print): \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_