

COMPUTER/ELECTRONIC NETWORK

ACCEPTABLE USE POLICY (AUP)

We are pleased to offer students of the West Carroll Public Schools access to the District computer network for the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission. Permission forms are available and can be signed during registration.

School Responsibility

1. Starting as early as elementary, students in District #314 will be offered an age-appropriate training program for the Internet and other computer programs offered by the District.
2. The computer lab will be supervised by a classroom teacher or other appropriate staff member.
3. Teachers will give students who wish to use the computer lab a pass with specific details as to the assignment on which the student is working.
4. 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.
5. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.
6. The District and/or agents may access and monitor student use of the electronic networks and download material without prior notice to the student.
7. Within reason, freedom of speech and access to information will be honored.

Student Responsibility

Awareness:

1. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway.
2. Communications on the network are often public in nature. General school rules for behavior and communications apply.
3. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that all users are using the system responsibly. Users should not expect that files stored on district servers would always be private.
4. The network is provided to students for educational purposes exclusively.
5. Access to network services is given to students who agree to act in a considerate and responsible manner.
6. Parent/Guardian permission is required.
7. Access is a privilege – not a right.
8. Access entails responsibility.

Encouragements:

1. Access the Internet to explore thousands of libraries, databases, and bulletin boards.
2. All users must respect the privacy of others. They shall not intentionally obtain copies of or modify files, passwords, or data that belong to anyone else. No one should represent himself as someone else by using another username or password. No one should forward personal material without prior consent.
3. Be careful to protect your password. Call the system administrator if you forget your password. Any abuse of your account by someone else is your responsibility. If you believe someone else may have your password, you should immediately report the problem to the system administrator.
4. All must abide by existing Federal and State laws in force regarding electronic communication. This includes accessing information without authorization, giving out passwords, or causing a system to malfunction. These laws carry penalties of up to 20 years in prison.
5. All users must respect the legal protection provided by copyright license to programs, articles, and data.
6. All users must respect the integrity of computing systems. For example, no one should develop programs that harass other users or attempt to infiltrate a computer or computing system.

Not Allowed:

1. Playing games on the computers or not working on a valid classroom assignment.
2. Tampering or damaging keyboards, mice, or other hardware.
3. Using the printers or other peripherals for anything other than classroom assignments or documents longer than 10 pages unless given specific permission by staff.
4. Sending, downloading, or receiving works protected by a copyright (a property right in original authorship, such software, written work product, graphic works) without the permission of the owner of the copyright.
5. Sending, viewing, downloading, and receiving the following material in any form (photographs, graphics, sound, video, or text).
6. Material related to illegal activity (including without limitation to any material that violates copyright laws).
7. Obscene or pornographic material.
8. Harassing material (including without limitation to sexually and racially harassing material).
9. Threatening material.
10. Material that contains references to an individual's corporate entity character or competence which are false, are defamatory, would invite contempt and ridicule, or would interfere with an existing potential business relationship.
11. Material that invades another individual's or corporate entity's right to privacy (including without limitation surreptitiously reading another's e-mail, disseminating).
12. Sending, downloading, viewing, or receiving the proprietary and confidential information of another person or entity.
13. Sending, downloading, viewing, or receiving any other material deemed inappropriate by school staff or administration.
14. Uploading pictures and names of students under the age of 18 on the electronic network without staff and Parent/Guardian permission.
15. Advertising for profit or campaigns for political office through the electronic network.
16. Due to the rapid change in technology, changes to the AUP may be made during the school year at the discretion of the administration.

Consequences:

1. First offense: Removal for up to nine weeks from computer access; no use in study hall; library, or a class setting in an unsupervised situation; student may stay in any computer class and receive classroom instruction.
2. Second offense: Removal for a minimum of nine and up to 18 weeks; no use in homeroom, library or class in an unsupervised situation; student may stay in any computer class in which he/she is currently enrolled.
3. Third offense: Removal from computer access for a minimum of one semester, including all classes the student may be currently taking.
4. Fourth offense: Permanent removal from computer access for a calendar year. Student will receive a suspension and be responsible for all costs of replacing any damaged equipment.
5. **A gross violation of the computer use policy could result in third or fourth offense consequences being invoked on the first through third violations. Examples would be: Destruction of equipment, accessing or utilizing banned materials, programs, or software, and tampering with files essential to delivery of instruction. To have electronic network access, a student must have a signed permission slip on file.**

***Students and/or their parent/guardian will be financially held responsible for damage to network hardware or software.**

COMPUTER TAMPERING

Students will be subject to disciplinary action if found guilty of tampering with any school computer, the electronic grading or attendance program.

Parent/Guardian Responsibility

1. The parent/guardian should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.
2. During school, teachers of younger students will guide them toward appropriate materials, but outside of school Parent/Guardians bear the same responsibility for such guidance with information sources such as television, telephones, movies, radio, and other potentially offensive media.
3. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. **The West Carroll Public Schools support and respect each family's right to decide whether or not to apply for access.**