

Student Acceptable Use Agreement

The Use of Computers, The Internet and Electronic Mail Permission Form

Stockbridge School District is pleased to offer students access to a computer network for electronic mail and Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by the signatures on the attached form. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

What is possible?

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. While the purposes of the school are to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But 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. Therefore, we support and respect each family's right to decide whether or not to apply for access.

What is expected?

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. **The use of the network is a privilege, not a right, and may be revoked if abused.** The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the rules?

Privacy – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity and insure that students are using the system responsibly.

Storage capacity – Users are expected to remain within allocated disk space and delete e-mail or other material that takes up excessive storage space.

Illegal copying – Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

Inappropriate materials or language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials that you would not want your teachers

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and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

Cyber bullying

The District's computer network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment. All forms of harassment over the Internet, commonly referred to as cyber bullying, are unacceptable and viewed as a violation of this policy.

Malicious use of the District's computer system to develop programs or to institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

Cyber bullying includes, but is not limited to the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs. It is also recognized that the author (poster or sender) of the inappropriate material is often disguised (logged on) as someone else.

Students and community members, who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the building principal or the Technology Coordinator.

The administration shall fully investigate all reports of cyber bullying.

In situations in which the cyber bullying originated from a non-school computer but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive of the educational process so that it markedly interrupts or severely impedes the day-to-day operations of school. In addition, such conduct must also be in violation of a publicized school policy. Such conduct includes, but is not limited to, harassment, or making a threat off school grounds that is intended to endanger the health, safety or property of others at school, a District employee or school board member.

Disciplinary action may include, but is not limited to, the loss of computer privileges, detention, suspension, or expulsion for verified perpetrators of cyber bullying. In addition, when any kind of threat is communicated or when a hate crime is committed, this shall be reported to local law officials.

Succinct Advice

These are guidelines to follow to prevent the loss of network privileges at school.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or the network in any way.

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3. Do not interfere with the operation of the network by installing software, shareware, or freeware.
4. Do not violate copyright laws.
5. Do not view, send, or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in others folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
10. BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

TO MEET CIPA REQUIREMENTS all network activity will be monitored via a network security system. Violations of this use agreement will be referred to the office for disciplinary action.

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Parent Permission Form and User Agreement

As a parent or guardian of a student at school, I have read the above information about the appropriate use of computers at the school and I understand this agreement will be kept on file at the school. (Questions should be directed to the principal for clarification.)

_____ My child may use e-mail and the Internet while at school according to the rules outlined.

_____ I would prefer that my child not use e-mail and the Internet while at school.

Parent Name (Print): _____

Parent Signature: _____

Date: _____

Parents' Permission for the Publication of Student Work/Pictures

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible world wide web server.

_____ My child's work can be published on the Internet and photographs of my child can be published.

_____ I would prefer that my child's work and picture not be published on the Internet.

Parent Name (Print): _____

Parent Signature: _____

Date: _____

As a user of the School computer network, I agree to comply with the above stated rules and to use the network in a constructive manner. **Signature required if student is old enough to sign. All children may be submitted on one form. If needed additional children may be included on the back of this sheet.**

Student Name (Print): _____

Grade: _____

Student Signature: _____

Student Name (Print): _____

Grade: _____

Student Signature: _____

Student Name (Print): _____

Grade: _____

Student Signature: _____

Student Name (Print): _____

Grade: _____

Student Signature: _____