

M.S.A.D. #30  
COMPUTER NETWORK  
ACCEPTABLE USE POLICY

WHAT IS THE INTERNET AND HOW WILL IT BE USED IN THE CLASSROOM?

IJNDB

The M.S.A.D. #30 School Board, hereinafter referred to as the "Board," encourages the use of computer networks, including the Internet, in instructional programs as educational tools which facilitate communication, innovation, resource sharing and access to information. The Internet is an electronic link of computers all over the world. These computers provide access to:

- ◆ Electronic mail with people all over the world
- ◆ Informational databases and news from a variety of sources
- ◆ Public domain software and shareware
- ◆ Discussion groups on a wide variety of topics
- ◆ Private company, individual, institutional and business "home pages"
- ◆ University libraries and museums, and much more

Internet access is provided with the intent that it be used to support research and educational consistent with the educational objectives of M.S.A.D. #30. The Board believes guidelines are warranted in order to serve the educational needs of students.

TERMS AND CONDITIONS

With access to computers and people all over the world also comes the availability of material that may be objectionable or offensive to some people and of little or no educational value in the context of the school setting. We at M.S.A.D. #30 firmly believe that the value of accessing information and the interaction available on this worldwide network far outweighs the possibility that users may procure material not consistent with the educational goals of our school system. Appropriate efforts will be made to protect students from any misuses or abuses, ultimately, students are responsible for following the District's Acceptable Use Policy. M.S.A.D. #30 supports and respects each family's right to decide whether or not to apply for access to the Internet.

M.S.A.D. #30 makes no assurances of any kind, whether expressed or implied, regarding any Internet services provided. The school unit will not be responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. The school unit specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

## NETWORK USER RESPONSIBILITY

Students are responsible for good behavior on school computer networks just as they are in the classroom or any school sponsored activity. Communication on the network is often public in nature. General school rules for behavior and communications apply. Individual users of M.S.A.D. #30 computer networks are responsible for their behavior and communication over those networks and computer systems. Students using the network will comply with M.S.A.D. #30's Acceptable Use Policy Guidelines. In order for a student to gain access to the Internet, the student and student's parent(s), guardian(s) must sign a Computer Network/Internet User & Parent Access Agreement.

If a student misuses school computers, violates any law while using school computers, or violates this policy, any costs, expenses, or damages resulting from such conduct shall be paid in full by the student and/or by the student's parents or guardians.

Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that data and e-mail stored on M.S.A.D. #30's servers will be private.

M.S.A.D. #30's network is provided for students and teachers to conduct research and communicate with others. Access to network services is provided to student/users who agree to act in a considerate, responsible manner and agree to follow the Acceptable Use Policy Guidelines. Parental permission is required for students under 18 years old to use the Internet and/or e-mail.

Use of the network is a privilege, not a right, which may be revoked at any time for abusive conduct. Based upon the acceptable use guidelines outlined in this document, system administrators and/or school administrators will judge when use is inappropriate and their decision will be final. Any user identified as a security risk or having a history of problems with this or other computer systems may be denied access to the Internet.

## ACCEPTABLE USE GUIDELINES

- ◆ Students will use computers in an appropriate manner as a means of communicating and or accessing information.
- ◆ Students will use appropriate language and not use profanity or vulgarity when using the computers for e-mail and chatting.
- ◆ Students will not harass others, send hate mail or messages, or intentionally disrupt others from using computers.
- ◆ Students will use all computer equipment in an appropriate manner and report any problems immediately to their teacher.
- ◆ Students will treat computers, computer systems, or computer networks with respect.
- ◆ Students will respect and obey software copyright laws, and will not make copies of software from school.
- ◆ Students are not allowed to install any programs on to school computers.
- ◆ Students will not reveal their personal address or phone number when corresponding via e-mail.
- ◆ Students understand that e-mail and files stored on school servers are not private, and may be monitored at times to ensure compliance with school guidelines.

- ◆ The students are responsible for not pursuing material that could be considered offensive, such as the following, “obscene, vulgar, defamatory, abusive to illegal.” Parents must understand that their child may encounter material in the school computer network that they may consider inappropriate.
- ◆ Students will keep their password secret and secure and will not purposely attempt to obtain another student’s password, or “log-on” as another user.
- ◆ Students will not access and/or copy others’ work or files.
- ◆ Students will not employ the network for commercial purposes or illegal activities.
- ◆ Students will use resources efficiently and effectively without wasteful behavior.

*School personnel will review these guidelines with each student.*

Consequences:

1. Violations of M.S.A.D. #30’s Acceptable Use Policy may result in a suspension of access for a period of time to be determined by the school officials.
2. Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

Disclaimer:

M.S.A.D. #30 makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruption caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet or e-mail is at your own risk. The school denies any responsibility for the accuracy or quality of information obtained through the Internet and/or e-mail.

**M.S.A.D. #30**  
**COMPUTER NETWORK/INTERNET AND ACCESS AGREEMENT**

**IJNDB-E**

Dear Parent:

We are pleased to offer students of M.S.A.D. #30 access to the Internet. To gain access, all students under the age of 18 must obtain parental permission and must sign and return this form to their supervising teacher. Students 18 and over may sign their own forms; however, we encourage these students to seek parental approval as well.

Access to the Internet and electronic mail will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent in providing Internet access is 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. While every effort will be made to protect students from any misuses or abuses, ultimately, students are responsible for following the District's Acceptable Use Policy. M.S.A.D. #30 supports and respects each family's right to decide whether or not to apply for access to the Internet.

The network is provided for students to conduct research and communicate with others. Students are responsible for good behavior on school computer networks just as they are in a classroom or any school sponsored activity. General school rules for behavior and communications apply. Access to District network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Individual users of the district computer networks are responsible for their behavior and communications over those networks. Users will comply with district standards and will honor the agreement they have signed.

- ◆ Students will use computers in an appropriate manner as a means of communicating and or accessing information.
- ◆ Students will use appropriate language and not use profanity or vulgarity when using the computers for e-mail and chatting.
- ◆ Students will not harass others, send hate mail or messages, or intentionally disrupt others from using computers.
- ◆ Students will use all computer equipment in an appropriate manner and report any problems immediately to their teacher.
- ◆ Students will treat computers, computer systems, or computer networks with respect.
- ◆ Students will respect and obey software copyright laws, and will not make copies of software from school.
- ◆ Students are not allowed to install any programs on to school computers.
- ◆ Students will not reveal their personal address or phone number when corresponding via e-mail.
- ◆ Students understand that e-mail and files stored on school servers are not private, and may be monitored at times to ensure compliance with school guidelines.
- ◆ The students are responsible for not pursuing material that could be considered offensive, such as the following: "obscene, vulgar, defamatory,

abusive or illegal.” Parents must understand that their child may encounter material in the school computer network that they may consider inappropriate.

- ◆ Students will keep their password secret and secure and will not purposely attempt to obtain another student’s password, or “log-on” as another user.
- ◆ Students will not access and/or copy others’ work or files.
- ◆ Students will not employ the network for commercial purposes or illegal activities.
- ◆ Students will use resources efficiently and effectively without wasteful behavior.

*Student personnel will review these guidelines with each student.*

Consequences:

1. Violations of M.S.A.D. #30’s Acceptable Use Policy may result in a suspension of access for a period of time to be determined by the school officials.
2. Additional disciplinary action may be determined in line with existing practice regarding inappropriate language or behavior.
3. When applicable, law enforcement agencies may be involved.

*See attached required signature page.*

TERMS AND CONDITIONS OF THIS CONTRACT

1. PERSONAL RESPONSIBILITY

As a representative of this school, I will accept personal responsibility for reporting any misuse of the network to the system administrator. Misuse can come in many forms, but is commonly viewed as any message(s) sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described in this document.

*I have read and understand this provision.* Initial \_\_\_\_\_

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2. ACCEPTABLE USE

The use of my assigned account must be in support of education and research and with the educational goals of M.S.A.D. #30. I am personally responsible for this provision at all times when using the electronic information service.

- a) Use of other organization's networks or computing resources must comply with rules appropriate to that network.
- b) Transmission of any material in violation of any United States or other state organizations is prohibited. This includes, all but is not limited to: copyrighted material, threatening or obscene material or material protected by trade secret.
- c) Use of commercial activities by for-profit institutions is generally not accepted.
- d) Use of product advertisement or political lobbying is also prohibited.

I am aware that the inappropriate use of electronic information resources can be a violation of local, state, and federal laws and that I can be prosecuted for violating those laws.

*I have read and understand this provision.* Initial \_\_\_\_\_

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3. PRIVILEGES

The use of the information system is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. Each person who receives an account will participate in an orientation or training course with a certified M.S.A.D. #30 trainer as to proper behavior and the use of the network. The M.S.A.D. #30 Technology Committee (operating under the aegis of the school board and the central office) will decide what is appropriate use and their decision is final. The system administrator(s) may close an account at any time deemed necessary. The administration, staff, or faculty of M.S.A.D. #30 may request that the system administrator deny, revoke, or suspend specific user accounts.

*I have read and understand this provision.* Initial \_\_\_\_\_

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#### 4. NETWORK ETIQUETTE AND PRIVACY

You are expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following.

- a) BE POLITE! Never send, or encourage others to send, abusive messages.
- b) Use APPROPRIATE LANGUAGE. Remember that you are a representative of our school and our school system on a non-private system. You may be alone with your computer, but what you say and do can be viewed globally! Never swear, use vulgarities, or any other kind of inappropriate language. Illegal activities of any kind are strictly forbidden.
- c) PRIVACY. Do not reveal your home address or personnel phone number or the address of students or colleagues.
- d) ELECTRONIC MAIL. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.
- e) DISRUPTIONS. Do not use the network in any way that would disrupt the use of the network by others.
- f) OTHER CONSIDERATIONS:
  - Do be brief. Fewer people will bother to read a long message.
  - Do minimize spelling errors and make sure your message is easy to understand and read.
  - Do use accurate and descriptive titles for your articles. Tell people what it is about before they read it.
  - Do get the most appropriate audience for your message, not the widest.
  - Do remember that humor and satire is often misinterpreted.
  - Do remember that if you post to multiple groups specify all groups in a single message.
  - Do cite references for any facts you present.
  - Do forgive the spelling and grammar errors of others.
  - Do keep signatures brief.
  - Do remember that all network users are human beings. Don't "attack" correspondents; persuade them with facts.
  - Do post only to groups you know.

*I have read and understand this provision.* Initial\_\_\_\_\_

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#### 5. SERVICES

M.S.A.D. #30 makes no warranties of any kind, whether expressed or implied, for the service it is providing. M.S.A.D. #30 will not be responsible for any damages suffered while on this system. These damages include loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information via the information system is at your own risk. M.S.A.D. #30 specifically disclaims any responsibility for the accuracy of information obtained through its services.

*I have read and understand this provision.* Initial\_\_\_\_\_

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6. SECURITY

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the system administrator at once. Never demonstrate the problem to other users. Never use another person's account without written permission from that person. All use of the system must be under your own account. Any user identified as a security risk will be denied access to the information system.

*I have read and understand this provision.* Initial\_\_\_\_\_

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7. VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy data of another user or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creation of computer viruses. Any vandalism will result in the loss of computer services, disciplinary action, and legal referral.

*I have read and understand this provision.* Initial\_\_\_\_\_

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8. UPDATING

The information service may occasionally require new registration and account information from you to continue the service. You must notify the information system of any changes in your account information.

*I have read and understand this provision.* Initial\_\_\_\_\_

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REQUIRED SIGNATURES

STUDENT

I understand and will abide by the provisions and conditions of this contract. I understand that any violations of the above provisions may result in disciplinary action, the revoking of any user account, and appropriate legal action. I also agree to report any misuse of the information system to the M.S.A.D. #30 system administrator or principal. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other uses described above.

**Student Name (please print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

PARENT OR GUARDIAN

Students under the age of 18 must also have the signature of a parent or guardian who has read this contract.

As the parent or guardian of this student, I have read this contract and understand that it is designated for educational purposes. I understand that it is impossible for M.S.A.D. #30 to restrict access to all controversial materials, and I will not hold the school system responsible for materials acquired on the network. I also agree to report any misuse of the information system to M.S.A.D. #30 administrator or principal. Misuse can come in many forms, but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above.

I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information contained on this form is correct.

We agree to pay in full any costs, expenses, or damages resulting from our child's misuse of school computers, violation of any law while using school computers or violation of this policy.

**Parent or Guardian Name (please print):** \_\_\_\_\_

**Parent or Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of revisions: June 12, 1997

Approved by the M.S.A.D. #30 Board of Directors on August 26, 1997