

Alcester-Hudson School District #61-1

Computer, Intranet, and Internet Acceptable Use Agreement

Please read this document carefully before signing.

Internet access is now available to students and teachers in the Alcester-Hudson Schools. We are very pleased to bring this access to Alcester-Hudson Schools and believe the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to teachers and students is to promote educational excellence in district schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers worldwide and millions of individual users. Students and staff have access to:

1. Limited electronic mail communication with people all over the world.
2. Information and news from government sources, research institutions, and other sources.
3. Public domain software and shareware of all types.
4. Selected discussion groups on a wide range of topics.
5. Many public and private Libraries, the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (Alcester-Hudson District #61-1) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the Learning Outcomes of the District.

Life is a series of choices and consequences. Alcester-Hudson School District #61-1 has chosen to make Internet resources available to students, and the consequence is that they will access to far more information than if they had to rely on their school's library. If a student chooses to use these resources for finding information that will be of assistance in learning, the consequence will be continued access to the Internet. If an Alcester-Hudson student chooses to access resources that are objectionable, adult-oriented, or restricted, the consequence will be suspension or termination of access privileges. The signatures at the end of this document indicate each party who signed has read the terms and conditions and understands their significance.

Computer and Internet Terms and Conditions

1. **Acceptable Use** – the original purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of school computers must support education and research that is consistent with policies of the Alcester-Hudson District. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to; copyrighted material, threatening or obscene material or material protected by trade secret.
2. **Network Etiquette** – Users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
Do not reveal personal addresses, phone numbers, or passwords of students, teachers, administrators, or other staff, including yourself.
Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. At the current time, Alcester-Hudson School District #61-1 does not host an e-mail server but students may access their accounts hosted elsewhere.
 - b. Be polite. Do not get abusive in your messages to others.
 - c. Do not use the network in such a way that you would disrupt the use of the network by others.
 - d. All communications and information accessible via the network should be assumed to be private property (i.e., copyrighted).
Hate mail, harassment, discriminatory remarks and other antisocial behaviors are prohibited on the network. Therefore, any messages should not contain profanity, obscene comments, sexually explicit material, and expressions of bigotry or hate.
 - e. Student subscriptions to electronic mailing lists are not allowed.
From time to time, Alcester-Hudson School District #61-1 administrators will make determinations on whether the specific uses of the network are consistent with the acceptable use practice.

3. **Accuracy of Information** – Use of any information obtained via the Internet is at your own risk. Alcester-Hudson District #61-1 specifically denies any responsibility for the accuracy or quality of information obtained through the Internet. Information (including text, graphic, video, etc.) from Internet sources used in student papers and reports should be cited the same as references to printed material.
4. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher, principal or system administrator. Do not demonstrate the problem to other users. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of user privileges. Downloading of information onto the hard drives of Alcester-Hudson District #61-1 computers is prohibited; all downloads must be to a floppy disk. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to District computers.
5. **Vandalism** – Vandalism will result in cancellation of privileges as well as be dealt with on an individual basis. Vandalism is defined as any malicious attempt to harm, modify, or destroy computer hardware or software. This includes, but is not limited to, the uploading or creations of computer viruses.
6. **Inappropriate Use** – Alcester-Hudson District #61-1 teachers and administrators will deem what is inappropriate use, and their decision is subject only to confirmation by the Alcester-Hudson District School Board.
7. **The administration, faculty, and staff** of Alcester-Hudson District #61-1 may request the suspension or termination of computer use of any user who violated these acceptable use policies.
8. **H.S. Computer Lab** – The computer labs will be under direct supervision of a teacher or teacher-designee at all times that the Internet is being accessed. Under no circumstances, will student be allowed to access the Internet during the school day without permission or for purposes other than that of a class assignment, and in these cases, the assigning teacher will be responsible for the direct supervision of such students. If a teacher is not present in the lab, students are not to be on the Internet. Students are not to use staff computers for any purpose. The computer lab will be open for students to do e-mail and access the Internet from 7:30 A.M. to 8:00 A.M. each morning. During this time the students may do personal research unrelated to class assignments. A teacher must be in the room in order to e-mail or do personal research. Time limits may be set up as to length of time students have access to computers and students with class assignment will be given first chance at computer usage.
9. **H.S. Library** – Students will be allowed to access the Internet in the library for personal research, which may be unrelated to a class assignment provided the above guidelines of acceptable use are followed. We reserve the right to limit the amount of time and number of computers designated for this purpose.
10. **Penalty for Inappropriate Use** – Students using computers during school time for such things as e-mail, games, and other inappropriate use will not be allowed to use computers for: 1st offense – nine week period. 2nd offense – remainder of the school year.

Additional Computer Usage Policy for Junior High/High School

The following rules govern all the computers, printers and peripherals in the Junior High/High School of the Alcester-Hudson School system.

1. Report any damage, writing on computers or tables, malfunctions in software or hardware. This report should be done as soon as it is noticed.
2. You are responsible for any computer equipment you break or misuse and will be charged for replacement or repair. If you notice something wrong, report it immediately so the offender can stand the burden.

E-Mail Rules

1. E-mail is not to be used for sending any material, which may be considered inappropriate or illegal. This includes, but is not limited to material; of a sexual, racial or ethnic nature, which could be considered to be threatening or material, which could be considered to be harassing.
2. All material on the school's computers and network is the property of the school system. The sender of inappropriate materials may be subject to disciplinary actions, which may include suspension or dismissal.
3. E-mail is appropriate to use for communication on various issues. However, just like any written material, the intent of the writer may not be clear to the reader. For this reason, E-mail should not be a substitute for the face to face communication, which is needed to solve a problem
4. The common sense rule to follow with E-mail is the same as with other writing: **“Never put anything in writing that you do not want the whole world to read.”**
5. E-mail may be read only before school starts each day and after the school day is finished.

Unlawful Uses of Computer

A person is guilty of unlawful use of a computer if he/she:

1. Knowingly obtains the use of, or accesses, a computer system, or any part thereof, without the consent of the owner;
2. Knowingly alters or destroys computer programs or data without the consent of the owner; or
3. Knowingly uses or discloses to another or attempts to use or discloses to another the numbers, codes, passwords, or other means of access to a computer, computer program or computer system without the consent of the owner.
4. A person convicted of a violation of these laws where the value of the use, alterations, destruction, access or disclosure is one thousand dollars or less is guilty of a Class I misdemeanor.

If any of the following rules are broken the student will lose computer privileges for 9 weeks.

- Copying software from either the network or another student.
- Running personal software without permission of a supervising teacher
- Downloading software to the local hard drive
- Installing software on the local hard drive
- Playing games during the school day
- Opening or sending e-mail through the school day (QUICK.DOT, Messaging Services, Paging Services)
- Entering a chat room at any time
- Changing the desktop settings, system savings, screen savers, the default home pages
- Open an e-mail attachment at any time

Alcester-Hudson School District #61-1 Acceptable Use Agreement
Return this form to the office by August 26th, 2009

Student

I understand and will abide by the above Acceptable Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be instituted.

Student name (please print)

Student Signature

Date

Parent or Guardian

As the parent or guardian of this student, I have read the Acceptable Use Agreement. I understand that this access is designed for educational purposes. I recognize it is impossible for Alcester-Hudson School District to restrict access to all controversial materials, and I will not hold the District (or any of its personnel) responsible for materials acquired on the network. Further, I accept responsibility for supervision if and when my child's use of downloaded material is not in a school setting. I hereby give my permission to all Internet accesses for my child.

Parent or Guardian name (please print)

Parent or Guardian Signature

Date