

When preparing this document, please insert your school's name as indicated.

Acceptable Use Policy

(Your School Name and Year)

We believe that technology is a vital means to assist those who carry out the educational ministry of **(your school)** (hereinafter from time to time called "School").

We are pleased to offer students of **(school)** access to our computer network, including access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to

(individual). Students 18 and over may sign their own forms. Access to the Internet 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 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. 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. To that end, **(school)** supports and respects each family's right to decide whether or not to apply for access.

Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Students may have e-mail access for curriculum-related activities and communications under their teacher's direct supervision using a classroom account. The network is provided for students to conduct research and to communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility. Individual users of **(school's)** computer network are responsible for their actions. It is presumed that users will comply with school standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. 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 files stored on any server or computer would be private. During school, teachers of younger students will guide them

toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Users have no privacy rights to any data received or disseminated on the network and by utilizing these **(school)** systems they consent to **(school's)** right to audit all communications, files and documents. If a user acts inappropriately through the communications systems, **(school)** reserves the right to report such actions to any outside authorities and/or take appropriate internal disciplinary action.

The following are examples of inappropriate use and activity:

- Sending or displaying offensive messages or pictures
- Using violent, aggressive or obscene language
- Harassing, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Hacking or other unlawful activities
- Violating copyright laws
- Downloading information and files not relevant to curriculum-related activities
- Accessing inappropriate web sites that have escaped Internet filtering
- Attempting to or overriding Internet filtering system
- Violating privacy issues by:
 - ☒ posting personal contact information about you or other people
 - ☒ using another's password
 - ☒ trespassing in another's folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes
- Accessing personal email accounts during school hours
- Using email inappropriately to pass along chain emails or other communications not related to classroom activities

Violations of any of the rules regulating use of a school computer or the school's computer network that **(school)** may from time to time issue.

*The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations WILL result in a loss of access as well as other applicable disciplinary or legal actions. Students shall be made aware of designated school personnel to inform when reporting inappropriate activity or use of the computer network or Internet. Proper school procedures will be followed for enforcement of policy and determining ramifications of infractions of this acceptable use policy.

In the case where there is a sufficient connection with the school (*examples include but are not limited to:* the electronic communication: 1) threatens, harasses, defames, demeans or bullies one or more students or staff at the school; 2) identifies the student as a student at the school, presents the school in a false light, or the student in the electronic communication espouses or promotes a lifestyle or morality inconsistent with the stated

mission or philosophy of the school; 3) consists of similar content that in some way harms the school, one or more of its students, one or more staff or indicates that the student is a danger to self or others), then the student may be disciplined in accord with the discipline policy of the school or with restrictions of the student's use of the *school computer network*, whether or not the electronic communication was sent by means of the *school computer network* or the sending was done off campus.

The school reserves the right to seek financial restitution for any damage caused by a student.

The school reserves the right from time to time to issue additional or more detailed rules for the use of school computers and the school computer network, and violation of such rules may be a cause for imposition of any of the penalties delineated above.

User Agreement and Parent Permission Form

As a user of the (*school*) computer network, I hereby agree to comply with the above stated rules – communicating over the network in a reliable fashion while honoring all relevant laws and restrictions.

Student Signature _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such the Internet and I agree to be bound by the provisions of this agreement. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use – setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature _____ Date _____

ADDENDUM TO Acceptable Use Policy
Applicable for schools who benefit from Erate

For those schools that benefit from Erate and are, therefore, under the FCC Rules, they must adopt and implement an Internet Safety Policy. This policy shall address the following items:

1. Access by minors to inappropriate Internet and World Wide Web matters
2. Safety and security of minors using electronic mail, chat rooms, and other direct electronic communications
3. Hacking and other unlawful activities
4. Unauthorized disclosure, use and distribution of secured information relating to minors
5. Procedures created to restrict minors' access to any materials harmful to minors
6. Monitoring of online activities of minors
7. Certification of a policy by October 28, 2001

This verifies that *(School Name)* is in compliance with the Children's Internet Protection Act in accordance with the items as stated above. Furthermore, the parents of students at *(School Name)* have authorized permission for access to the computer network and the Internet for classroom related activities. A copy of this signed acceptable use policy is on file with the school office.

Signature of Principal _____

Date _____