

Acceptable Internet Use Policy

excerpted from

PARENT / STUDENT HANDBOOK CODE OF CONDUCT AND DISCIPLINE POLICY 2005-2006 Section 41, pp. 73-75

Greenfield, Massachusetts

41. ACCEPTABLE INTERNET USE POLICY

Access to telecommunications enables students to explore millions of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Greenfield Public Schools believe that the benefits to students from access to information resources and opportunities for collaboration exceed any potential for abuse.

Ultimately, however, parent(s)/legal guardian(s) of minors are responsible for setting and conveying the standards that their children should follow when using media, communications, and information sources. To that end, the Greenfield Public Schools supports and respects each family's right to decide whether or not to permit their child(ren) to access network computer services, both in the home and at school.

Internet access through the Greenfield Public Schools is a PRIVILEGE, not a right. Therefore, student access may be limited or revoked by school officials at any time of this privilege is abused or violates acceptable use in any way. Students engaged in unacceptable use of the Internet will also be subject to disciplinary action in conformity with the Greenfield Schools *Code of Conduct and Discipline Policy*.

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, students are responsible for acceptable use of computer networks, just as they are responsible for their behavior in other area of the school.

Students' use of the Internet is limited: access to the Internet shall be provided for students solely to conduct educational research and support educational endeavors. Access to Internet services will be provided to students who agree to act in an acceptable manner and who demonstrate individual responsibility for appropriate use of the Internet.

Levels of Student Access: Internet and World Wide Web

All students may have access to the Internet and World Wide Web, with teacher supervision, in classrooms, in libraries, or laboratories. All students must be familiar with

and agree to abide by the Greenfield Public Schools and Acceptable Internet Use Policy before accessing the Internet and World Wide Web.

Grades K-5: Before students in grades K-5 will be authorized to access the Internet and World Wide Web, they will take part in an annual grade-level appropriate discussion of the Greenfield Public Schools' Acceptable Internet Use Policy with their staff. Parent(s)/legal guardian(s) must sign a statement indicating that they understand and have discussed the Acceptable Use Policy with their child.

Grades 6-12: Before students in Grades 6-12 will be authorized to access the Internet and World Wide Web, they and their parent(s)/legal guardian(s) will be asked to sign a statement that they have read and understood the Greenfield Public Schools' Acceptable Use Policy and agree to fully adhere to it.

Administrator's Access to Student Files

Students should not assume that their uses of the Greenfield Public School's Internet access will be private. All student Internet files and records may be accessed and examined by the school administration, Technology Coordinators and other staff for educational and administrative purposes, including the need to ensure that this Acceptable Internet Use Policy is being adhered to. Pursuant to local, state and federal laws, administrators and staff may provide access to student Internet files and records to law enforcement authorities. All Internet files will be subject to the Greenfield School's *Code of Conduct and Discipline Policy* and local state and federal laws and regulations.

Personal Safety

The Internet is accessible to the public. Although there are filtering techniques to restrict access to various aspects of the Internet, the Internet is an almost endless web of computer networks rendering absolute user access limitation nearly impossible. The Greenfield Public Schools, in its commitment to promote a safe and secure learning environment, cannot screen the Internet for all inappropriate contacts. Therefore, students must neither post personal information nor arrange personal meetings in their use of the Internet. In addition, students should promptly inform their teachers or school administrators of any on-line communication that is threatening, harassing, or otherwise inappropriate.

System Security and Resource Limits

Students are expected to respect and follow procedures and guidelines that are issued in order to ensure the security of the Greenfield Public Schools' computer system and to respect its resource limits. These include, but are not limited to, downloading guidelines and virus protection procedures.

Vandalism

Students are expected to adhere to Greenfield School's *Code of Conduct and Discipline Policy*. Any deliberate destruction, mutilation, modification and tampering of computer hardware, software, and Local Area Network (District and/or School) systems will be subject to disciplinary action and/or referral to law enforcement agencies. Any activity which inhibits or interferes with the normal operation of the hardware and software which comprise the Greenfield Public Schools' computer network system is also subject to disciplinary actions.

Unacceptable Uses

The following uses of the Greenfield Public Schools' Internet access are unacceptable:

1. Posting private or personal information about yourself or others.
2. Attempting to log in through or to access another person's files.
3. Accessing or transmitting obscene or patently offensive material.
4. Posting chain letters or engaging in "spamming." ("Spamming" means sending annoying or unnecessary messages to large numbers of people).
5. Violating the Greenfield School's Code of Conduct and Discipline Policy, (e.g., engaging in racial or other forms of discrimination, including sexual harassment, hazing, plagiarism, cheating, or interfering with the rights of others to pursue an education).
6. Participating in any communications that facilitate gambling, the illegal sale or use of drugs, alcohol or weapons, gang activity, or that threaten, intimidate, or harasses any other person, or that violate any local, state, or federal law.
7. Infringing upon copyrights. Infringing upon copyrights is the inappropriate reproduction or transmission of material that is protected by copyright. (See Greenfield School's *Code of Conduct and Discipline Policy*.)
8. Participating in commercial activities that are not directly related to the educational purposes of the Greenfield Public Schools
9. Using listservs.
10. Attempting to access or alter any administrative (student records, financial reporting, etc.) data or software.

Disclaimer of Liability

The Greenfield Public Schools District disclaims all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as

a result of the student's Internet use, and for any other consequences of a student's Internet use. The Greenfield Public Schools reserves the right to change this policy at any time.

Information Technology Form

(Sign and return this portion of the Green Public Schools Acceptable Use Policy)

Student Section:

Student Name _____

Grade _____

School _____

My parents and I have read and understand the *Technology Acceptable Use* and *Code of Conduct* which includes the *Tobacco Use Policy* and the *Sexual Harassment Policy*.

I understand that if I do not obey these rules, I will lose the privilege of using computers and the Internet in school. I understand that if I disobey any technology rules in the school handbook, I may be subject to further discipline.

Student Signature _____

Parent or Guardian Section:

I have read the District Technology Acceptable Use Policy and the Code of Conduct, which includes the Tobacco Use Policy and the Sexual Harassment Policy.

I give permission for my child to participate in the Instructional Technology Program at my child's school.

I will instruct my child regarding any restrictions against accessing materials that are in addition to restrictions set forth in the Technology Acceptable Use Policy and Code of Conduct. I will emphasize to my child the importance of following these rules for personal safety.

I hereby release the District, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the District system, including, but not limited to, claims that may arise from the unauthorized use of the system to purchase products or service.

Parent (or Guardian) Signature _____

Date _____

Parent Name (Please Print) _____

Home Address _____

Access will be granted only after this form is returned with appropriate signatures of parent and students.

Adopted 1/3/98, Revised 9-1-05