

Forest Park Technology Plan Appendix B

District Policy

Acceptable Use of Networked Resources

(1) Introduction:

(1.1) Filtered Internet access is available to students and staff in the Forest Park School District. We are very pleased to bring this access to Forest Park and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing internet and network access is to promote educational excellence in schools, innovation, and communication.

(2) Philosophy:

(2.1) The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. 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 the school setting. On a global network it is impossible to control all materials, and an industrious user may discover controversial information. We (Forest Park) 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 educational goals of the District.

(3) Acceptable Use:

(3.1) Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities that go along with the use of equipment and resources at Forest Park. In general this requires efficient, ethical, and legal utilization of the network resources. If a Forest Park student or staff member violates any of these provisions, his or her privilege to access the Internet at school will be immediately terminated and future access could possibly be denied. A violation of this policy is considered insubordination and subject to the discipline code.

(3.2) ***The use of the Internet must be in support of education and research and consistent with the educational objectives of Forest Park School District.*** Use of other organization's networks 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 secrets. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.

(4) Privileges:

(4.1) The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The student's teacher will deem what is inappropriate use, in relation to Forest Park's educational goals, and their decision is to be sent in writing to the Superintendent. Also, a teacher may suspend a student's privileges to use the network/Internet at any time as required. The administration, faculty, and staff of Forest Park may request teachers to deny, revoke, or suspend a specific student's privilege to access the network/Internet.

(5) Network Etiquette:

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

- Be polite. Do not get abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
- Do not reveal any personal information (phone number, social security number, address, etc...) or any personal information of students or colleagues.
- Do not use the network in such a way that you would disrupt the use of the network by other users.

(6) Warranty:

(6.1) Forest Park School District and its Internet provider make no warranties of any kind, whether expressed or implied, for the service it is providing. Forest Park School District will not be responsible for any damages you incur. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Forest Park specifically denies any responsibility for the accuracy or quality of information obtained through its services.

(7) Security:

(7.1) Do not use a teacher's computer or lab computer without permission from that teacher, the lab coordinator, or librarian. Attempts to gain access to the Internet without permission of the teacher, lab coordinator, or librarian will result in cancellation of an individual's privilege to access the Internet. Any user identified as a security risk or having a history of problems with other computers may be denied access to the Internet.

(7.2) Defeating the network security and filter systems will result in a loss of network/Internet and/or computer privileges. This includes the use of unauthorized proxy servers, hacking utilities, and web page proxies.

(8) Vandalism:

(8.1) Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but not limited to, the creation, uploading, downloading, or spreading of computer viruses, hacking or changing network settings, modifying other users' files without permission, and unplugging or tampering with the computer hardware without permission.

(9) Restrictions:

(9.1) When on the World Wide Web, if you happen to encounter a page that is not acceptable, simply click the back arrow or the back button and leave that page immediately. Do not wait for the page to load. Immediately contact a teacher, lab coordinator, or librarian and report the incident. If the accidental incident is reported immediately, the incident will not be considered a violation and no disciplinary action will be taken.

(9.2) E-mail is only allowed under direct teacher approval and supervision. All other use of e-mail is strictly prohibited. When receiving e-mail, if the correspondence becomes unacceptable, such as the use of profanity or racial epithets (slurs), simply close the e-mail message. Do not answer or reply to anyone using unacceptable language or terms. Any improper e-mail message needs to be brought to the immediate attention of a teacher, lab coordinator, or librarian.

(9.3) Internet material, including but not limited to: programs, movie clips, sound bites, graphics, or other data may not be DOWNLOADED or PRINTED without the explicit permission of teacher, lab coordinator, or librarian.

(9.4) Chat groups, chat rooms or any form of chat is only allowed under direct teacher approval and supervision. All other use of chat is strictly prohibited.

(9.5) Any Internet material, including music lyrics, may be viewed only if it is free from questionable language, inappropriate behavior or any other offensive content and if the student has permission from the teacher or lab coordinator.

(9.6) Students and staff are provided a storage place on the network referred to as a "home directory." Since storage space on the network is limited, home directories will be limited in size. Music files, audio players, game files, and video files are prohibited. These files may be saved in a shared space with prior teacher approval for assignments/class projects, but they must be deleted after the assignment/class project is completed. Unauthorized files will be deleted from home drives. A first offense will result in a warning and parent notification; a second offense will result in loss of computer privileges.

COMPUTER USE DISCIPLINE GUIDELINES

VIOLATION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Accessing the network of Internet without a parent-signed Acceptable Use Policy.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Illegal access to restricted areas with deliberate modification or damage to files.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Deliberate downloading of virus or other damage to computer files.	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Transmitting unreleased stories, pictures, or confidential information reports (i.e., someone's address or phone number without permission).	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Vandalism of equipment. Unauthorized tampering with equipment	Loss of access for remainder of year. Parent/guardian notified.	N/A	N/A
Allowing illegal access to the network or Internet by letting someone use your log-in.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Accessing the network or Internet using someone else's log-in.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized use of account or illegal access to restricted areas.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Bypassing filter system/network restrictions.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A.
Printing non-educational materials, an excess of material, and/or inappropriate material.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unsupervised use of computers or computer lab. Written permission required.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Unauthorized e-mail or chatting.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Transmitting inappropriate or offensive language, slander or gossip.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Downloading of programs or games.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A

Saving pictures, sound clips, etc. without staff/teacher approval.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Ripping or downloading music to home drive without staff approval.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Saving of wallpaper, screen saver, icons, etc. to local workstation or changes to system settings.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Creating/saving inappropriate files or documents and/or non school related materials to a work- station or network/home drive. Ex. Music files, game files, video files.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized playing games of a non-educational nature.	Verbal warning. Parent/guardian notified.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.
Cyber-bullying or harassment of other students or other individuals	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified.	N/A
Unauthorized use of personal computing devices and wireless systems. Ex. Ipods, cell phones, laptops, flash drives, external hard drives, etc.	2 weeks loss of access. Parent/guardian notified.	Loss of access for remainder of year. Parent/guardian notified	N/A

Forest Park School District
Acceptable Use Agreement for Network Resources & Internet

Student: _____
(please print)

Grade: _____ School Year: 200__ - 200__

In consideration of the privileges of using the district and/or network resources, including the Internet, I agree to abide by the acceptable use guidelines which include, but are not limited to, the information attached to this document. I also understand that the misuse of network resources, or the Internet, will result in disciplinary action and the loss of technology privileges at Forest Park School District.

(student signature) (date)

As the student's parent or legal guardian, I agree to the terms of this policy and I hereby release the district, network, their operators and administration from any all claims, fees, expenses or damages incurred as a result of my child's misuse of the network resources or Internet.

(parent signature) (date)

In addition, I agree to allow photographs of my child to appear on the school's web site in accordance with the district policy outlined in this document.

(parent signature) (date)

Please turn only this page in to the school office.
Retain the remainder of this document for future reference.