

**Appropriate Use of Computers and
Associated Equipment**

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The use of computers, associated equipment, network resources, and the Internet is a privilege and not a right. Inappropriate use will result in the cancellation of those privileges.

School officials will attempt to see that materials accessed are appropriate for students. However, it may be possible that students may enter inappropriate material into their computers or may download material that has not been authorized or edited by school personnel. The board of education feels that the advantage of integrating this instructional tool into the overall educational program outweighs the negative aspects that could occur. All school district personnel are charged with the responsibility of assisting in the monitoring of the use of the school computers and the associated electronic equipment. The school district or the Educational Service Unit will install 'blocks' or filter devices, which will provide added security limiting what students can access on the Internet. Any misuse of this media of instruction by students may result in a reprimand, prohibiting the use of the equipment for a specified period of time, or in the suspension or expulsion from school, depending upon the seriousness of the offense or the number of times a student may have been observed misusing the equipment. Misuse of computers and the associated electronic equipment by staff members may result in a reprimand, prohibiting the use of the equipment for a specified period of time, suspension of teaching duties, or in a release from contract, depending upon the seriousness of the offense or the number of times the staff member may have been observed misusing the equipment. If either students or staff violate any state or federal statute school officials shall be responsible for reporting the information to the appropriate authorities.

Terms and Conditions for Use of Computers.

- I. The use of the school district's computers shall be consistent with the school's educational objectives and all school policies, rules and regulations. The use of computers for recreational games is prohibited.
- II. To knowingly transmit or receive any materials in violation of any state or federal law, or any school district policy, rules or regulation, is prohibited. This includes, but is not limited to: the use of, or distribution of, copyrighted material; originating or being a party to any threatening, harassing, pornographic, obscene, or profane material; assisting in the acquisition, or distribution of, materials

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related to the illegal use of manufactured or restricted substances; the use of, or distribution of, defamatory or discriminatory material, or material protected by trade secret. Never view, send, or access material that you would not want your teachers or parents to see. Should students receive inappropriate messages or material from other students they should report it to their teacher immediately.

III. Commercial activities, product advertising, political lobbying or extensive use of computers or associated equipment is prohibited.

IV. Users are expected to abide by all generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A. Always be courteous, polite, and use grammatically correct language. What you may consider as a joke or as witty sarcasm may not be interpreted the same way by the reader. Swearing, the use any vulgar language, insinuations or any other inappropriate language, or use or reference to obscene materials or images is prohibited.
- B. When using the district e-mail use your full name but do not use your home address or telephone number. Do not send anonymous E-mail messages. When using the Internet use the school's address and telephone number. Do not use your full name, your home telephone number or address, your social security number, a credit card number, or similar items belonging to other persons.
- C. District computers are not to be used for requesting home telephone numbers or address searches (white page searches). Student use of school computers of searches for commercial telephone numbers and/or addresses (yellow page searches) shall be done only with staff approval and supervision.
- D. Check your electronic mail (E-mail) frequently. E-mail and other items stored in any school computer are not guaranteed to be private or confidential. All material used or stored on computers shall be treated as school property. Computers, files stored in computers, and any other communications may be accessed and reviewed by school district personnel as well as by other computer users. Remember that you are not the only person using the school district's computers.

- E. Do not disrupt others while they are working at computers. Do not alter programs being used or which have been stored by others. The use of chain letters or any form of 'pyramiding' is considered a misuse of the system. *Talk*, *write*, and *chat* commands may be intrusive and should be used only after receiving permission from the other party.
- F. Students must have written permission of the network administrator before installing commercial software onto a computer or to downloading files.
- G. Students found guilty of vandalism will lose Internet privileges and may be subject to criminal prosecution. Parents or guardians are financially responsible for acts of vandalism committed by their children. Vandalism is defined as any malicious attempt to harm or destroy data or hardware within the school system.
- H. Respect the integrity of the computer system. Do not intentionally develop or activate programs that annoy other users. Do not attempt to infiltrate a computer system or alter the software components of the computer or a system. This includes but is not limited to revealing, or attempting to learn or use other users' passwords, spreading viruses, attempting to break into restricted systems, or attempting to use administrative commands.
- I. Only public domain files and files in which the author has given expressed written consent for online distribution, may be entered into the system and then only with the permission of the director of computer services or the school administration. Students and staff members may download copyrighted material only for their own use following the fair use provisions in the U.S. Copyright law.
- J. Disk space on some school district computers may be limited. It is always possible that systems may 'crash'. Always back up your work on floppy disks. Remove outdated or unneeded files promptly.
- K. Users should report any misuse of the school district's computers, computer network, or telecommunication system to any school staff member or administrator. Users should cooperate in the investigation or misuse or

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damage of school computers or computer network or telecommunication equipment.

Do not use another user's name without permission from that individual and then only with the approval of a staff member or the network administrator. Users are not to make purchases or obligate funds on the Internet with approval of the network administrator.

Any problems, which arise from the obligation of funds, shall be the liability or responsibility of the user unless prior approval is given by the building principal or the network administrator. All users hereby release Gage County School District No. 34 from any and all claims or damages of any nature arising from their access, use, or inability to access or use computers or the network system and agree to indemnify and hold Gage County School District No. 34 harmless from the same. Gage County School District No. 34 makes no warranties of any kind for the information or the service it is providing.

The priority for using computers within the laboratory shall be:

- I. Class Assignments.
- II. Research Projects.
- III. Internet Research.
- IV. Use of Programs on Systems.

Disclaimer or Warranties.

Because it cannot control the actions of users entirely, the school district makes no warranties of any kind, either express or implied, for the services it is providing, and will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the network or the user's errors or omissions. Use of any information obtained via the Internet is at the user's risk. The school district specifically denies any responsibility for the accuracy, quality or appropriateness of the information obtained through the service.

STUDENT AND PARENTAL AGREEMENT

_____ My child may use E-mail and the Internet while at school according to the rules outlined.

_____ I do not want my child to use E-mail and the Internet while at school.

Parent Name (Print): _____

Parent Signature: _____

Date: _____

As a user of the school' computers, associated equipment, and the Internet, I agree to comply with the above stated regulations and use the material in a constructive, educational manner.

Student Name (Print): _____

Student Signature: _____

Date: _____

Note to Parents and Students:

Signatures on this document are binding and establishes that you understand the terms and conditions of this policy and administrative regulation and their significance.