

# Allendale Community Consolidated School District #17 2023-2024

## **Internet and Computer Network Acceptable Use Policy**



Based on the Allendale School Board of Education Policy Manual  
Section 6:235

- Letter from the Superintendent
- Acceptable Use Policy
- Parent/Guardian Authorization Form



# ALLENDALE C.C.S.D. #17



July 2023

Dear Parent(s)/Guardian(s),

We have the ability to enhance our child's education through the use of the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. ***Your authorization is needed before your child may use this resource.***

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world
- Information from government sources, research institutions, and other sources
- Discussion groups
- Many libraries, including the catalog of Library of Congress, and the Educational Resources Information Clearinghouses (ERIC).

***With this educational opportunity also comes responsibility. You and your child should read the enclosed Authorization for Internet Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.***

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, parent(s)/guardian(s) are responsible for setting and conveying the standards that their child or ward should follow. To that end, the School District supports and respects each family's right to decide whether or not to authorize Internet access.

***Please read and discuss the Authorization for Internet Access with your child. If you agree to allow your child to have Internet access, sign the Authorization form and return it to school.***

Sincerely,

Mr. Bob Bowser,  
Superintendent

### **Access to the Internet**

The School Board's goal is to include the Internet in the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Individual School Board members and administrative staff members shall be treated like teachers. "Internet" includes all information accessed by Internet sites, E-Mail, on-line services, and bulletin board systems.

### **Curriculum**

The use of the Internet shall be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students. The Internet shall comply with the selection criteria for instructional materials and library-media center materials. Teachers may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The Internet is part of the curriculum and is not a public forum for general use.

### **Acceptable Use**

All use of the District's connection to the Internet must be in support of education and/or research, and be in furthermore of the School Board's stated goal. Use is a privilege, not a right. General rules for behavior and communications apply when using the Internet. The District's *Authorization for Internet Access* contains the appropriate uses, ethics, and protocol for the Internet. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### **Authorization for Internet Access**

Each teacher must sign the District's *Authorization for Internet Access* as a condition for using the District's Internet connection. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use. The failure of any student or teacher to follow the terms of the *Authorization for Internet Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

### **Administrative Procedure - Acceptable Use of the Internet**

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

#### **Terms and Conditions**

1. Acceptable Use - Access to the District's Internet must be for the purpose of education or research, and be Consistent with the educational objectives of the District.
2. Privileges - The use of the District's Internet is a privilege, not a right, and inappropriate use will result in Cancellation of those privileges. The Building Principal will make all decisions regarding whether or not a User has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.

3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Using the network for private financial or commercial gain;
  - e. Wastefully using resources, such as file space;
  - f. Gaining unauthorized access to resources or entities;
  - g. Invading the privacy of individuals;
  - h. Using another user's account or password;
  - i. Posting material authorized or created by another without his/her consent;
  - j. Posting anonymous messages;
  - k. Using the network for commercial or private advertising;
  - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m. Using the network while access privileges are suspended or revoked.
4. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in messages to others.
  - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.
  - f. Consider all communications and information accessible via the network to be private property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence or users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its Services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these Procedures.
7. Security - Network security is a high priority. If the user can identify a security problem on the Internet, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploaded or creation of computer viruses.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.