

CUBA CUSD#3

INTERNET - ACCEPTABLE USE POLICY

Authorization for Internet Access

Each teacher and/or staff member must sign this Authorization 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 Internet access. School Board members and administrators are treated like teachers for purposes of this Authorization. Public users must sign this Authorization prior to using any District technology. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resources sharing, innovation, and communication. This Authorization does not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. *Acceptable Use - A network user will*

- Use language that is considered appropriate;
- Send only information that others will not find offensive. Be polite and do not become abusive in your messages to others;
- Keep private the personal addresses or telephone numbers of students/colleagues;
- Conform to copyright laws;
- Neither tamper with the system or later, delete, or destroy any files or data that are not yours;
- Consider all communications and information accessible via the network to be private property;
- Exercise non-disruptive use

2. *Network Privileges Pertaining to Email Use*

- Use of the network is a privilege, not a right;
- Email is not guaranteed to be private when using the Internet through district access. There will be no inspection of email contents without the consent of the sender/recipient unless inspection is required to investigate complaints regarding email and an alleged violation of this policy. The District reserves the right to access and disclose the contents of any email account on the system, including files deleted from user accounts, without prior notice or permission from the user. Unauthorized access of email is prohibited;
- Email messages must contain appropriate language and content;
- Users should exercise care in the composition of messages and their reflection on the name and reputation of the District. Each user is personally responsible for the content of the messages transmitted to external recipients;
- Messages received from unknown senders should be deleted or forwarded to the system administrator. Downloading of any files attached to Internet messages is prohibited unless the user is certain of the authenticity of the message and the nature of the file;
- Messages relating to, or in support of, illegal activities must be reported to school authorities and may be reported to external authorities;
- Email may be accessed by students before or after school or at other times during the day when authorized by a teacher (homeroom) or for a class project;
- Persons issued an account are responsible for its use at all times;
- Use of the district's email system constitutes consent to these regulations.

3. *Appropriate uses of the internet are:*

- Researching or supplementing classroom projects;
- Communicating with educators throughout the world;
- Staff development purposes

4. *Unacceptable use - You are responsible for your actions and activities involving the network. Some examples of unacceptable uses may include, but are not limited to:*

- Accessing chat rooms or news rooms unless for the express purpose of a class project and under the direct supervision of a teacher;
- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any Federal/State regulation and may or will be reported to the authorities;
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Downloading copyrighted material for purposes of plagiarizing;

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User/Parent Sign-Off Sheet

All users, students, parent(s)/guardian(s), teachers, staff, administrators and Board of Education members must sign this authorization only once. Public users must sign this Authorization for Internet Access yearly.

I understand and will abide by the above Authorization for Internet Access. I further understand that should I commit any violation, my access privileges may be revoked and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's Internet connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use, or inability to use the Internet.

Date: _____

User Signature: _____

I have read this Authorization for Internet Access. I understand that access is designated for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of the Authorization with my child. I hereby request that my child be allowed to access the District's Internet.

Date: _____

Parent/Guardian Signature: _____

Please sign and return this sheet to the school. Internet use will be allowed only after this sign-off sheet has been returned to the school.