

## **Van Buren Public School District Acceptable Use Policy and Procedures**

Please read this document carefully before signing.

### **INTRODUCTION**

Technology resources, including access to the Internet, are now available to students and employees in the Van Buren Public School District. This service, Wayne-Net, is authorized through the Wayne County Regional Educational Service Agency (WCRESA).

The purpose of the District-provided Internet access is to facilitate communications in support of research and education. To remain eligible as a user, a student's use must be in support of and consistent with the educational objectives of the District. Access is a privilege, not a right. Access necessitates responsibility.

The Internet offers vast, diverse, and unique resources to both students and employees. Our goal in providing this service to employees and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Students and employees may have access to:

1. Electronic communication with people all over the world.
2. Public-domain software and graphics of all types for school use.
3. Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of information relevant to educators and students.
4. Graphical access to the World Wide Web

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. The Van Buren Public School District has in place precautions, through supervision as well as other available resources, such as filtering, to restrict access to inappropriate materials. Filtering blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. The Van Buren Public School District firmly believes that the valuable information and interaction available on this worldwide network far out weighs the possibility that users may violate this policy and procure material that is not consistent with the policies and educational goals of the District.



Internet access is coordinated through a complex association of regional and state networks with government agencies. 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 your privileges and responsibilities. In general this requires responsible, ethical, and legal utilization of the network resources.

If a Van Buren Public School District user violates any of these provisions, his or her access will be terminated immediately, and he or she will face possible disciplinary and/or legal action. Additionally, future access may be denied.

The *signatures* at the end of this document are legally binding and indicate that the names of the parties who signed have read the terms and conditions carefully, understand their significance, and agree to abide by said terms and conditions.

### **Internet Terms and Conditions of Use**

1. **Usage-** The use of the Internet is a privilege, not a right, and inappropriate or improper use will result in a cancellation of those privileges. Prior to using the internet, each student or employee who accesses the internet must take part in a discussion with a designated Van Buren Public School District staff member as to the proper use of the network and the terms and conditions as determined by the District.

**System activity on Wayne-Net will be monitored for occasions of abuse and general system maintenance.**

The supervising staff member and/or the building administrator will deem what is inappropriate use and his/her decision is final.

The administration, faculty, and staff of Van Buren Public School District may request, in writing, that the school's administrator deny, revoke, or suspend the access of a specific user at any time. Additionally, the school's principal may deny access at any time.

2. **Network Etiquette:** You are 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 your messages.
  - b. Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.



**3. Acceptable Use** - The purpose of the networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. Any Internet use must be in support of education and research, as well as consistent with the educational objectives of the Van Buren Public School District. Use of other organizations' network or computing resources must comply with the rules appropriate for that network and be consistent with the terms and conditions herein. Transmission of any material in violation of any national or state regulations is prohibited. This includes, but is not limited to the following: copyrighted material, threatening or obscene material or material protected by trade secret. (Note, in particular, that copyrighted software may not be transferred electronically.)

- a. Do not reveal personal information such as the addresses, telephone numbers, or otherwise personally identifiable information of students, staff members, or yourself.
- b. Note that electronic communication is not guaranteed to be private. Other people who operate the system do have access to all communications. Messages relating to or in support of illegal activities may be reported to the appropriate authorities.
- c. Do not use the network in such a way that disrupts the use of the network by other users. (i.e., an individual damages software or hardware, or the user introduces a virus or any other contamination into the network.)
- d. All communications and information accessible via the network should be assumed to be private property and should be treated as such. Hacking or any attempt to otherwise compromise system security is absolutely prohibited.
- e. Use for commercial activities by for-profit organizations, product promotion, political lobbying, or illegal activities is strictly prohibited.
- f. Use of public property for personal gain is a felony and is subject to prosecution.
- g. Use of the network to harm or harass others is prohibited.
- h. Use of e-mail, educational chat rooms, and other forms of direct electronic communications is subject to administrative approval and requires teacher supervision and monitoring. Non-educational chat and talk sessions are prohibited.



**Any violation of any of the above will result in loss of privileges, disciplinary action, and possible legal action.**

4. **No Warranties** .Van Buren Public School District makes no warranties of *any* kind, whether expressed or implied, for the service it is providing.

Van Buren Public School District will not be held responsible nor held liable for any damages you may suffer as a result of your use of the internet. This includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mistaken deliveries, or service interruptions caused by, but not limited to, its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Van Buren Public School District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5. **Security.** Security on any computer system is a high priority, especially when the system involves many users. If you believe that you can identify a security problem on the Internet, you must notify immediately the school's supervising staff member or your school's principal or another Van Buren Public Schools' administrator. Do not demonstrate the problem to other users.

Attempts to log-on to the network or Internet as a system administrator will result in cancellation of user privileges and discipline.

Any user identified as a security risk as determined by the building principal or his or her designee may be denied access to the Internet.

6. **Vandalism** .Vandalism will result in cancellation of privileges, possible restitution and legal action. Vandalism is defined as, but not limited to, any malicious attempt to harm or destroy data of another user, the network, the Internet, or any of the above listed agencies or other networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.



Complete and return this page to the school principal.

**STUDENT**

**School District Internet Use Agreement**

I understand and will abide by the Van Buren School District's Internet Use Policy. I further understand that any violation of this policy is unethical and may constitute a criminal offense. **I also understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.**

Student's Full Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Parent or Guardian**

As the parent or guardian of this student, I have read the district's Internet Use Policy. I understand that Internet access granted to my child is designed solely for educational purposes. It is further understood that the Van Buren Public School District will take precautions and will monitor my son's/daughter's access to controversial material.

I also recognize that it is impossible for the School District to restrict access to all controversial materials, and I further agree that I **will not** hold them responsible for materials acquired, accessed, or viewed on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission for my child to access the Internet and certify that the information that I have given and is herein contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Sponsoring Employee**

(Must be signed if the applicant is a student)

I have read the Internet Use Policy and agree to promote its contents with the above named student. Because the student may use the network for individual work or in the context of another class, I cannot be held responsible for the student's use of the network.

As the sponsoring employee, I agree to instruct the students on acceptable use of the network and proper network etiquette. I also agree to monitor the student's access to the internet when he/she is under my direct supervision.

Employee's Name (please print): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_