

MOUNT BAKER SCHOOL DISTRICT

Computer Network & Internet Acceptable Use Policy

The Mount Baker School District has a computer network and offers high speed internet access for academic use only. Our goal in providing this service is to promote educational excellence through resource sharing, innovation and communication. In order for students to use the computer network, students and their parents or guardians must first read and agree to the following acceptable use policies. Students are responsible for good behavior on school computers and the network just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Be prepared to be held accountable for your actions. Unacceptable use may result in a loss of computer network access as well as other disciplinary or legal action.

<h3>ACCEPTABLE USE</h3>	<h3>UNACCEPTABLE USE</h3>
<p>There are countless ways to use the Mount Baker Computer Network in acceptable ways. These include, but are not limited to:</p> <ul style="list-style-type: none">▪ Internet research for projects and reports.▪ Subject-specific software.▪ Word Processing reports.▪ Processing data on spreadsheets.▪ Using data on spreadsheets.▪ Using and accessing databases.▪ Using multimedia presentations.▪ Using webpages and websites.▪ Using and editing digital audio and video.▪ Supervising use of computer system for educational purposes. <p><i>This is not meant to be a finite list, but a short list of how computer and network technology can enhance the learning process.</i></p>	<p>The following actions are unacceptable when using the Mount Baker Computer Network.</p> <ul style="list-style-type: none">▪ Damaging school district resources in any manner.▪ Attempting to bypass the internet filter in any way.▪ Changing a computer affecting how others may use it.▪ Violating copyright laws.▪ Using another person's user name and password.▪ Trespassing in another person's network folder, work or files.▪ Intentionally wasting resources.▪ Employing the school district's resources for commercial purposes.▪ Viewing obscene, offensive, or derogatory material.▪ Using the school district's resources for gambling, extortion, pyramid schemes, or chain letters.▪ Using the school district's resources for advertising or political lobbying.▪ Installing software that has not been approved by the school district. <p><i>This is not meant to be a finite list, but examples of actions that may result in disciplinary action.</i></p>

SAFETY AND SECURITY: The Mount Baker School District filters the internet and makes every attempt to prevent the viewing of inappropriate material. This filtering is not perfect and students may still be able to view objectionable content. It is the responsibility of the student to notify their teacher or a staff member of objectionable content so better filtering can be accomplished.

Material created and/or stored in the system is not guaranteed to be private. Network administrators or staff may review the system from time to time. Students should expect that emails, material placed on webpages, and other work that is created and/or stored on the network may be viewed by a third party.

- Notify a teacher or staff member immediately if you identify a security problem.
- Do not identify or show security problems to others.
- Notify a school employee immediately if you encounter any material that violates this acceptable use policy.
- Never give out your last name, address, phone numbers, username, or password.
- Never agree to meet in person with anyone you have met online without the approval of a parent or guardian.
- **The school administration reserves the right to place a student at any level deemed necessary to ensure the security of the network.**

TECHNOLOGY

The Mount Baker School District has established a local area network connecting all of our schools to each other as well as to the internet. This resource provides students with access to a wealth of timely information that can enhance learning and the educational experience. While we are fortunate to have this access, it also makes plagiarism and access to inappropriate materials much easier. The Mount Baker School District does not condone student access to areas of the internet that are not specifically tied to the goals of the district. Additionally, the Mount Baker School District would like to remind students to please check with your teacher if you are unsure of what constitutes plagiarism. Please keep your academic and personal integrity in mind while utilizing district technology.

Students must realize that:

- Use of chat rooms are not allowed unless you have written permission from a teacher stating which chat room you are going to be using and for what purpose.
- We recognize that students will want to use email for the purpose of communicating with other students. The use of school email must be restricted to communication necessary for accomplishing educational objectives.
- **The internet is to be used for specific accomplishment of educational goals.**
- The library computers may not be used for chat rooms, checking of email, or for any personal use by students unless written permission has been given by a teacher for a specific educational purpose.
- All students must have a signed/dated Network Use Agreement on file. This agreement requires that the student be trained in the use of the District's computer system and also outlines acceptable use of the network.
- Students must use their own log-in id.
- Modifying the computers in any way is a violation of the network agreement. This includes the setting of system passwords, the setting of screen savers, the downloading of software, installation of software and otherwise changing a computer in such a way that it becomes unusable by others. Violators may be charged/fined for costs of repair or replacement.

The District monitors the use of computers in order to maintain a network that operates at top speed consistently and to ensure the safety of the students. This monitoring allows the network administrator to see all activity, which computer was involved in the activity, and which user was using that computer at that time.

There are two levels of access full and minimal. Full access is access to the internet, word processing and student directories. Minimal access is library resources and the programs necessary for completion of school assignments.

Students who violate internet access rules will be removed from the internet but will still be allowed access to the network so they can complete their school assignments. Any papers turned in as part of class work must reflect a student's own thoughts and writings and all sources must be cited. Plagiarism will not be tolerated.

Students who violate network security will be removed from the network. Students who attempt to disrupt the Mount Baker School District network through malicious hacking and purposeful means will be dealt with severely and may be reported to law enforcement authorities for appropriate legal remedies.

Level 1 offense

The student may have their access to the internet or network removed for up to two weeks. Student may receive an "F" for that particular assignment; parent will be notified by building principal. Teacher may assign make-up time to

student.

Level 2 offense

The student may have their access removed for one month or more. Instructor may recommend to administrator that student be suspended from the class for the rest of the semester with a grade of "F." After School Detention (ASD) may be assigned by administrator. A fine will be assessed for any damages based on cost of parts and labor.

Level 3 offense

The student will have their access to computers, the network, and/or the internet indefinitely revoked. A fine may be assessed for any damages based on cost of parts and labor. The student must reapply for access and access date determined by the school administrator.

MOUNT BAKER SCHOOL DISTRICT COMPUTER NETWORK & INTERNET ACCEPTABLE USE POLICY

APPLICANT

I have read and understand the school district policies relating to acceptable use of the Mount Baker School District computer network and the Internet. I agree to abide by them. I further understand that any violation of the policies is unethical and may constitute a violation of law. 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.

User's Full Name (please print): _____ District Number: _____

User Signature: _____ Date: _____

PARENT or GUARDIAN

(Must be signed if applicant is a student)

As the parent or guardian of this student, I have read the policies relating to acceptable use of the Mount Baker School District computer network and the Internet. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): _____

Parent/Guardian's Signature: _____ Date: _____

SUPERVISING TEACHER

(Must be signed if applicant is a student)

I have read the policies relating to acceptable use of the Mount Baker School District computer network and the Internet and agree to promote these policies with my students. Every attempt will be made to hold students responsible for use of the Internet and the network. As the supervising teacher I do agree to instruct the student on acceptable use of the computer network, the Internet, and related safety and security issues. With this knowledge, students are accountable for their own behavior.

Teacher's Name (please print): _____

Teacher's Signature: _____ Date: _____