

Northeast Metro 916 Career & Technical Center

GUIDELINES FOR EDUCATIONAL USE OF THE INTERNET

OBJECTIVE: The objective of this procedure is to provide guidelines for the educational use of the Internet.

PROCEDURE:

I. **Definition of Internet**

The "Internet" is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. As a learning resource, the Internet provides access to global resources including electronic mail communication with people all over the world, public domain and shareware software of all types, news/discussion groups on topics ranging from the environment to music and other information resources such as university library catalogs and the Library of Congress.

II. **Philosophy**

The District is committed to providing students with high quality educational services. Electronic information research skills are now fundamental to preparation of citizens and future employees. 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. On a global network it is impossible to control all materials and the industrious user may discover controversial information. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the district. The District expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

III. **Purpose**

The purpose of using the Internet is to provide instruction consistent with the educational goals of the District.

The computer systems of the District provide the use of computers, e-mail and Internet to support the mission and programs of the District for the faculty, staff and students.

The District computer systems are to be used for instruction, administration and public service only.

The use of computer systems shall be consistent with state statutes limiting the use of district services and equipment to district educational and business purposes.

IV. **User rights, responsibility and rules**

The District believes that students and staff should have the right to access the Internet to facilitate diversity and personal growth in the use of technology, resource sharing, and information gathering and communication skills. Users will have access to a variety of resources available on the Internet. The District's goal is to teach users to use the Internet as a resource to enhance learning. However, users exercising their right to use the Internet as an educational resource must take responsibility for their choices in accessing and viewing information.

V. **Notification**

Parents will be notified that their students will be using District resources/accounts to access the Internet, and the District will provide parents the option to request alternate activities not requiring Internet access.

Parents, students and staff will be notified of disclaimers limiting the District's liability to:

1. The District makes no warranties, neither expressed nor implied, for the Internet access it is providing.
2. The District will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service.
3. The District will not be responsible for the accuracy, nature or quality of information stored on district diskettes, hard drives or servers; nor for the accuracy, nature or quality of information gathered through district provided Internet access.
5. The District will not be responsible for unauthorized financial obligations resulting from district-provided access to the Internet.

The Internet policy and procedures and all its provisions are subordinate to local, state and federal statutes.

VI. **Authorization**

Each Internet user is required to read the District policies and procedures governing the use of the Internet.

Policies and procedures will be explained to elementary students by the supervision teacher. Students/users, parents or guardians, and the supervising teacher must sign the Internet Use Agreement form prior to the use of the Internet.

VII. **Guidelines for Internet use**

District expects staff to provide thoughtful student use of the Internet throughout the curriculum and to provide students with guidance and instruction in its use. It is impossible to assure that District staff can continually monitor each user; therefore, it is important to emphasize the need for each user's cooperation to act responsibly. With Internet access, users join a community of millions of people who share a world of information resources. Since laws in the traditional sense do not rule the Internet community, users are expected to abide by the following District acceptable use rules and guidelines:

1. The use of the District computer system is a privilege.
2. Internet access will be limited to educational purposes consistent with the educational mission of the District.
3. Users will be courteous and respectful in their messages to others, using appropriate language.
4. For their safety, users will not send personal information about self or others, including but not limited to, home or school address, phone or credit card numbers or other personally identifiable information over the Internet.
5. Users will use their best writing and proofreading skills when leaving messages.
6. Fraudulent, harassing, obscene or frivolous messages and/or materials should not be sent, used or stored. If such messages or materials are encountered the teacher or supervisor should be immediately informed.
7. Users will respect the privacy of others and will not seek out, obtain copies or modify files, data or passwords belonging to others without permission.
8. Users will not re-post messages without the consent of the author.
9. Users are responsible for the appropriate use of various computer accesses regarding passwords, programs and data.
10. Users may use only those computer accesses authorized by the District.
11. Users should be aware that the Internet is not guaranteed to be private.
12. To avoid unwanted financial obligations, parents, students, and staff should be aware that it is possible to purchase goods and services via the Internet. The District is not liable or responsible to pay for any goods or services purchased by users without authorization, whether it be intentionally or unintentionally.
13. No one may install any software or establish a resource on the District network without the explicit consent of the director of computer services. The District administers all addresses.
14. No one may use the computer system for personal business or financial gain.
15. Loopholes in computer security systems or knowledge of a special password should not be used to damage the computer system, obtain extra resources, take resources from another user, gain access to systems or use systems for which proper authorization has not been given.
16. Users will respect legal protection provided by copyright laws, software licensing and trademarks.
17. No one should deliberately attempt to degrade the performance of a computer system or to deprive authorized users of resources or access to the computer system.
18. No one shall attempt to gain access to systems or use systems for which proper authorization has not been issued.

VIII. **Guidelines for consequences of user Internet misuse**

Each user is expected to abide by the District's acceptable use rules.

Inappropriate use may result in termination of the user's access privileges and other consequences as described in the Discipline Policy. The District may require restitution for any use of service or cost of correcting damages to the computer systems. Evidence of illegal or prohibited activities may be disclosed to law enforcement authorities.

Individual schools shall develop their own written procedures and rules for handling discipline regarding Internet misuse. Building procedures and rules must be consistent with all sections of this guideline and the Pupil Fair Dismissal Act of 1974 as amended. Controversial issues shall be handled according to guidelines defined in Policy IN.

Further, use of Internet capabilities in a manner that violates any school rule will be subject to additional consequences pursuant to the District and building disciplinary rules.

IX. **Administration of the System**

The District reserves the right to regularly check the computer system and any other rights necessary to protect the District computer facilities, including the remote monitoring of screens and computer systems.

The District computer systems and the staff managing these systems are only providing an information carrier, and they will never consider transmission through these systems as an endorsement of the transmissions.

The computer system administrators will establish more detailed guidelines as needed. These guidelines will cover such issues as allowable connect time and disk space, handling of unretrievable mail, responsibility for account approval and other items related to administering the system.