

SOUTHEAST FOUNTAIN SCHOOL CORPORATION

INTERNET ACCEPTABLE USE POLICY

INTRODUCTION: Internet access is available to qualifying students, teachers, staff and administrators at Southeast Fountain School Corporation. The Internet is made available through the school corporation's local area network. The Internet provides open access to local, national, and international sources of information and communication. Our goal is to promote innovation and educational excellence by using Internet tools for research, interaction, and worldwide resource sharing.

The Internet is an electronic highway connecting thousands of computers all over the world. Internet services provide access to electronic mail, public resources, and databases on computer networks at universities, government agencies, and private industry.

ISSUES: With access to computers and people all over the world also comes the availability of material that will not be considered to be of educational value in the context of the school setting. The Internet may contain material that is objectionable from many points of view. There is, however, a wealth of educational material available. Parents and guardians need to decide whether to permit their children to access the Internet.

Southeast Fountain School Corporation maintains an Internet filtering appliance designed to work seamlessly and transparently within the school corporation's computer network. The filter automatically monitors and/or blocks Internet web requests in multiple categories. The filter enforces with a certain level of flexibility. A variety of reports can be generated that detail Internet usage. Lists of blocked web sites are periodically and automatically downloaded and updated through a subscription service provided by the manufacturer of the filter appliance. The subscription service is a yearly cost to the school corporation.

RESPONSIBILITIES: Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, 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 so that you are aware of the responsibilities you are about to acquire. In general, your responsibilities require **ethical**, **efficient**, and **legal use** of the network resources.

GUIDELINES:

1. The use of technological equipment, including Internet access, must be in support of educational research and be consistent with the purposes and mission statements of Southeast Fountain School Corporation.
2. The educational value of student Internet access is the joint responsibility of students, parents, and teachers.
3. These discipline policies will apply to violations concerning Internet use:
 - a. First offense: one month no Internet access.
 - b. Second offense: one semester no Internet access.
 - c. Third offense: one year no Internet access.Discipline will generally occur in a sequential order. However, depending upon the nature of the violation, more serious action may occur and at the discretion of the school corporation.
4. The school corporation (or each individual school) will establish a system that will allow access to the Internet after permission slips are on file.

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TERMS and CONDITIONS: Internet access is a privilege, not a right. Inappropriate usage may result in cancellation of those privileges. Students utilizing corporation-provided Internet access and network resources must have the permission of the Southeast Fountain professional staff and be appropriately supervised.

A student access permission form signed by a parent or guardian must be on file at Southeast Fountain School Corporation before using the Internet. Students will use the Internet for academic reasons. The school corporation reserves the right to monitor a student's use of the Internet.

Southeast Fountain School Corporation specifically prohibits anyone:

1. To access, upload, download, or distribute pornographic, obscene or sexually explicit materials.
2. To transmit obscene, abusive, or sexually explicit language.
3. To violate any local, state or federal statute.
4. To vandalize, damage or disable the property of another person or organization.
5. To access another person's materials, information or files without the person's implied or direct permission.
6. To violate copyright, or otherwise use another person's intellectual property without their approval or proper citation.
7. To create or distribute any computer virus.

Additional rules:

1. Students are to immediately notify a teacher or administrator of any unsolicited on-line contact.
2. Students are not permitted to share personal information such as addresses, phone numbers, credit card numbers, etc. of self or others.
3. Students must gain approval from a school staff member before downloading a file and/or have file virus checked.
4. Students are not permitted to subscribe to listservs, groups, or services of any kind unless given permission by a staff member.
5. Students are not permitted to use Internet email capabilities unless given permission or under direct supervision of a school staff member.
6. Students are not permitted to make purchases of any kind through the Internet. If this violation should occur, the parent/guardian of the student will be financially responsible for the purchase.
7. Southeast Fountain School Corporation is not responsible for negative consequences with which may transpire from student abuse of the acceptable use policy.
8. Southeast Fountain School Corporation reserves the right to change or update this policy at any time.

Conduct in violation of the AUP:

1. Intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others.
2. Misrepresent other users on the network.
3. Disrupt operation of the network through abuse of or vandalizing, damaging, or disabling the hardware or software.
4. Maliciously use the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
5. Interfere with others use of the network.
6. Use, extensively, non-curricular-related information and/or communication.
7. Illegally install copyrighted software.
9. Allow non-school related staff or students to use school computer and network resources without administrative permission.

HOLD HARMLESS CLAUSE:

The Southeast Fountain School Board of School Trustees agrees to indemnify and hold teachers harmless against any liability with which may arise by reason of any action taken by students, other individual teachers or administrators in violation of the provisions of the AUP or other regulations dealing with computer and email usage.

Both student and parent must sign contract.

The intent of this contract is to ensure that students will comply with all Internet and network acceptable use policies approved by Southeast Fountain School Corporation.

STUDENT CONTRACT

~ FOR INTERNET and NETWORK USE ~

PRINT STUDENT NAME: _____,
(First Name) (Last Name)

We have read, understood, and agree to abide by the Southeast Fountain School Corporation Acceptable Use Policy (AUP) and Guidelines. We understand that controversial material is available on the Internet and agree to use the Internet despite this potential availability. We will not hold Southeast Fountain School Corporation responsible for materials acquired through the use of the school's computer network. We agree that use of the Internet is at our own risk. We hereby release Southeast Fountain School Corporation from any claim arising from contracted students use of the Internet. We agree to report any misuse of Internet resources to a corporation administrator. Contracted parent/guardian accepts full responsibility for supervision if and when contracted student's use is not in a school setting. We understand that contracted students violation of Southeast Fountain School Corporation's AUP may result in the loss of Internet access and/or computer use; may result in discipline action as written in the Guidelines; and may constitute a criminal offense.

PERMISSION GRANTED:

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

With my signature, I hereby give my permission for my child to access the Internet. I certify I have read and agree to the information contained in the AUP.

DATE: _____

OR PERMISSION DENIED:

I am requesting that my child not have access to the Internet and that alternative resources or activities be used.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

Staff member must sign contract.

The intent of this contract is to ensure that staff members will comply with all Internet and network acceptable use policies approved by Southeast Fountain School Corporation.

STAFF MEMBER CONTRACT

~ FOR INTERNET and NETWORK USE ~

STAFF MEMBER NAME: _____,
(First Name) (Last Name)

TERMS and CONDITIONS for staff:

Southeast Fountain School Corporation specifically prohibits anyone:

1. To access, upload, download, or distribute pornographic, obscene or sexually explicit materials.
2. To transmit obscene, abusive, or sexually explicit language.
3. To violate any local, state or federal statute.
4. To vandalize, damage or disable the property of another person or organization.
5. To access another person's materials, information or files without the person's implied or direct permission.
6. To violate copyright, or otherwise use another person's intellectual property without their approval or proper citation.
7. To create or distribute any computer virus.

Conduct in violation of the AUP:

1. Intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others.
2. Misrepresent other users on the network.
3. Disrupt operation of the network through abuse of or vandalizing, damaging, or disabling the hardware or software.
4. Maliciously use the network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks.
5. Interfere with others use of the network.
6. Use, extensively, non-curricular-related information and/or communication.
7. Illegally install copyrighted software.
8. Allow non-school related staff or students to use school computer and network resources without administrative permission.

I have read, understood, and agree to abide by the Southeast Fountain School Corporation Acceptable Use Policy (AUP). I understand that controversial material is available on the Internet and agree to use the Internet despite this potential availability. I will not hold Southeast Fountain School Corporation responsible for materials acquired through the use of the school's computer network. I agree that use of the Internet is at my own risk. I hereby release Southeast Fountain School Corporation from any claim arising from my use of the Internet. I agree to report any misuse of Internet resources to a corporation administrator. I understand that violation of Southeast Fountain School Corporation's AUP may result in the loss of Internet access and/or computer use and may constitute a criminal offense.

STAFF MEMBER SIGNATURE: _____

DATE: _____