

Alexander Central School District
Computer and Internet Use Information
Parent/Student Permission Form

The Alexander Central School District is pleased to offer students access to the internet. To gain access to the internet, all students must obtain parental permission as verified by signatures on the form below. Should a parent prefer that a student not have internet access, use of the computers is still possible for more traditional purposes such as word processing.

The Internet at Alexander

The Internet has grown over the last few years and has become a worldwide forum for data, ideas and information. In addition to a great deal of useful material, the Internet also contains sites that are inappropriate for young people. ACS has installed filtering software which screens all Internet sites for indecent or offensive content, but there is always a possibility of a student defeating this system and accessing inappropriate material. We believe that the benefits to students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to decide whether or not to apply for access.

Use Authorized by Alexander Central School District Policy

- a) Students shall be authorized to use the Alexander Central School District Internet facilities and connections for study, research and communications related to their assigned course work and approved co-curricular activities.
- b) Use of data encryption techniques is prohibited.
- c) Teachers, other members of the instructional staff and administrators shall be authorized to use the District Internet facilities and connections for instruction, professional development and training, and research and communications related to curriculum and approved co-curricular activities. (*Instructional use of the internet is governed by District policies, practices and procedures concerning the acquisition and use of textbooks, library books and non-print media*).
- d) Administrators, supervisors and support staff shall be authorized to use District Internet facilities and connections associated with their assigned areas of responsibility.

Unauthorized and Illegal Use of District Internet

- a) **Copyright.** Users are personally responsible for observing copyright laws in their use of the internet. *Users may face serious civil and/or criminal penalties for any violation of the copyrights of others. User must obtain the consent of the copyright owner before they copy, download, transmit, retransmit or alter copyrighted material, other than as permitted by the principle of fair use as defined in the copyright law.*
- b) **Obscene Materials.** There are various State and Federal laws prohibiting the making and distributing of obscene materials. *Use of District Internet facilities to make, transmit or receive obscene materials is prohibited and will result in disciplinary or legal action against the violator.*
- c) **Commercial Activities.** Users are prohibited from using the internet/electronic mail (e-mail) to engage in the promotion or sale of any commercial or noncommercial products or services. Individual users are also responsible for refraining from acts that waste resources. These acts will include, but are not limited to: commercial or personal advertising, mass mailing for other than educational purposes, political fundraising, lobbying and other activities that detract from the educational mission of the District. *These actions will result in denial of access.*
- d) **Viruses and Sabotage.** No person may communicate any system virus through the Internet or engage in any activity intended to disrupt or damage hardware or software. *These actions will result in denial of access.*

Internet Etiquette

Users of the internet are to treat each other with respect.

- a) Use only the same polite and respectful language to communicate on the internet as would be appropriate in face-to-face communications in school. Accessing or disseminating information that is illegal, defamatory, abusive, racially offensive,

and/or adult-oriented will be deemed a violation of this regulation which could result in disciplinary and/or legal action against the violator.

b) Respect your own privacy and the privacy of others by not revealing your or anyone else's personal address, telephone number or password without his/her authorization.

c) Treat the communications, information and databases you may gain access to through the internet as private property. Use them only in ways for which you are sure that you have permission.

Security of System

a) The internet is a voluntary network with no central administration to maintain the security and integrity of the system. Each user is responsible for helping to maintain that security and integrity.

b) Any user who encounters a security problem must report it immediately to the Technology Director or Building Principal. Do not attempt to repair the problem or identify the source.

Monitoring of District Internet Users

The district provides access to the internet for authorized instructional, personnel, business and administrative purposes only. Personal privacy in the use of District Internet facilities and connections will not be guaranteed by the Alexander Central School District. In an attempt to assure that the District Internet facilities and connections are being used only for authorized purposes, the District may:

a) Limit usage of facilities and connections to assigned times and/or locations.

b) Require users to sign a log or to execute log-in procedures to create a record of their usage.

c) Use software or other electronic means to monitor individual usage.

d) Examine all personal electronic files.

Loss of Internet Privileges

Any person who violates the District Internet Policy, practices and procedures or the terms of the user agreement will have his/her Internet privileges revoked, suspended or modified.

a) **Students.** A student's privileges will be revoked, suspended or modified by the Building Principal. The Building Principal shall promptly notify the student and parents as necessary. The student and parents shall have the right to an informal conference with the Building Principal to discuss the basis of the action taken. The decision of the Building Principal may be appealed to the Superintendent. A student's conduct on the Internet which would be a violation to the District student discipline code may result in disciplinary action in addition to a revocation, suspension or modification of internet privileges. Any such disciplinary action must be taken in accordance with the applicable due process of law and District policy, practices and procedures.

b) **Employees.** An employee's privileges will be revoked, suspended, or modified by the employee's supervisor. Any employee's conduct on the Internet which would warrant disciplinary action in addition to a revocation, suspension or modification of Internet privileges, must be taken in accordance with the applicable due process of law, bargaining unit agreements, and District policy, practices and procedures.

I will adhere to the Alexander District Computer/Internet Policies as outlined above:

Print Student Name

Student Signature

Grade

Date

Print Parent/Guardian Name

Parent/Guardian Signature

Date