

Trimble Local Schools Acceptable Use Policy for Technology

In accordance with the Children's Internet Protection Act, Trimble Local School District believes that the use of technology is a valuable instructional tool. Acceptable use, net etiquette, ethics, and obedience to the law are required of all users, which include, but are not limited to, students, staff, and administrators. The following acceptable use policy pertains to: computers, copiers, printers, internet connections, databases, files, video equipment, telephones, etc. that are owned, operated, or maintained by the Trimble Local School District.

As the District becomes networked, users will be issued usernames and passwords, the security of which is the responsibility of the user. Access to network sources will be given to students who agree to act in a considerate and responsible manner. Parent or Legal Guardian permission is required. Access is a privilege – not a right. Access entails responsibility. Students are responsible for good behavior on the schools computer network just as they are in a classroom or in the school hallways. Information on the network is public in nature, and is presumed that users will comply with the school district's standards and will honor the agreement they have signed. Educators will have the professional responsibility to work with students to help them develop the intellectual skills needed to discriminate among information sources to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

The SEOVEC network administrators have taken reasonable precautions to restrict access to controversial materials. Several firewalls have been installed to block access to sex, violence, and hate related sites. These firewalls are frequently reviewed and updated to maintain safe environment for our students. However, on a global network, it is not possible to control all materials and an industrious user may discover controversial information. Trimble Local School District believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any possibility that users may obtain material that is not consistent with the educational goals of the Trimble Local Schools. 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. To that end Trimble Local Schools support and respect each family's right to decide whether or not to allow their child access to the Internet.

The Trimble Local School District will periodically make determinations of whether specific uses of the Network are consistent with this policy. The Trimble Local School District reserves the right to log Internet use, review user account activity, files and communications, and to monitor utilization by users. Users should not expect that files stored on district servers would be private.

GUIDELINES FOR ACCEPTABLE USE

- The use of the Internet must be in support of education and research and be consistent with the educational objectives of the Trimble Local School District.
- Any use of Trimble Local School District technology for commercial or for-profit business is prohibited.
- Users must adhere to current school district policies, student code of conduct, local ordinances, state and federal laws, and international conventions. This includes, but not limited to copyrighted material, threatening, obscene material or material protected by trade secret.
- The student is responsible for all activity in their files. They should never give out their password or allow anyone to use their account.
- Physical vandalism and electronic vandalism (hacking) is prohibited.
- Server space file storage will be limited and controlled by the Network Administrator. Files stored on the server are subject to monitoring.

INTERNET CODE OF CONDUCT

- Users shall transmit, retrieve and/or store appropriate information only.
- Users shall safeguard computers and the network from destructive software or computer codes. This includes any software not approved by Trimble Local School District. Installation of software must be done by authorized personnel.
- Users shall respect the rights and property of others and shall not improperly access, misappropriate, or misuse the information of others, and take precautions to safeguard their own.
- Plagiarism is illegal and unacceptable for students and Trimble Local employees.

STUDENT RESPONSIBILITY

- To gain access to the Internet, all students must obtain permission of a parent or guardian.
- The student and parent or guardian must sign and return the appropriate form before access will be permitted.
- Students must use computer in a responsible way.
- Students will never give out personal or family information such as phone numbers, credit card numbers, or home addresses via the Internet.
- Transmission of obscene materials, sending or receiving offensive messages or pictures from any source is prohibited.

MINIMUM CONSEQUENCE OF UNACCEPTABLE USE

Violation of this policy will result in the following:

- First Offense: Removal of computer use for one week and appropriate administrative action.
- Second Offense: Removal of computer use for 30 days and appropriate administrative action.
- Third Offense: Removal of computer use for the remainder of the school year and appropriate administrative action.

INTERNET USER AGREEMENT AND PARENT PERMISSION FORM

Trimble Local Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Use of the information obtained via the Internet is at user's own risk. The Trimble Local School District specifically denies any responsibility for the accuracy or quality of information obtained through its Internet connection.

Student's full name: (please Print)_____

Grade:_____ Home Room:_____

- As a user of the Trimble Local Schools computer network, I hereby agree to comply with the Trimble Local Schools Internet Code of Conduct and will access information over the network in a responsible fashion while honoring all relevant laws and restrictions. I understand that I will be held liable for any violation of the rules and any violation will cause my access privileges to be revoked and disciplinary action and/or appropriate legal action to be taken.

Student's Signature_____ Date:_____

- As a parent or legal guardian of the student signing above, I grant permission for my child to access networked computer service such as the Internet. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable but I accept responsibility for guidance of internet use while setting and conveying standards for my child to follow when selecting, sharing or exploring information and media. I understand that my child will be held liable for any violation of the rules.

Parent/Guardian Signature:_____ Date:_____

Home Phone:_____ Work Phone:_____

PLEASE SIGN AND RETURN TO THE OFFICE AS SOON AS POSSIBLE.