



## Avenue City R-9 School District

# Acceptable Use Policy for ACENet Technology Network

### Introduction

The primary purpose of Avenue City Elementary School's electronic communications network, or ACENet, is to support and enhance learning and teaching that prepares students for success. Providing access is an investment in the future of both our students and staff.

Students and staff should use ACENet in a responsible, efficient, ethical, and legal manner in accordance with the mission of the Avenue City Elementary School. **The use of ACENet is a privilege, not a right, and may be revoked at any time for inappropriate behavior.**

**Users assume responsibility for understanding the policy and guidelines as a condition of using ACENet.**

**I. Acceptable Internet Use Guidelines:** Staff members are expected to teach responsible use to students when students are accessing the Internet, as well as to provide guidance and supervision of students using the Internet in the following ways:

- Teachers and other supervising adults will discuss the appropriate use of ACENet and the Internet with their students, monitor their use, and intervene if the resource is not being used appropriately.
- Computers that allow access to the Internet will only be placed in areas where adults are present.
- Teachers: Personal correspondence should be limited to trusted sources. Please redirect this correspondence to a separate personal email account when possible.
- Use caution when opening attachments even when you know the author.
- Non-academic email should be directed to a separate personal account.
- Network integrity can be compromised by outside communications such as e-cards with moving graphics, and any other material from unknown authors. **DO NOT OPEN THEM!**
- Adhere to I-Safe instruction received during scheduled computer science curriculum.

It is possible that students may find material on the Internet that parents consider objectionable. Although students are supervised when they use the Internet, this does not guarantee that students will not access inappropriate materials.

**Students should report inappropriate access of material to a teacher, other staff persons, or their parents.**

***Parents are encouraged to discuss responsible use of the Internet with their children and how this responsibility includes using the Internet at school, as well as from home.***

**II. Internet Privacy Protections and Considerations for Students :** The school district has an obligation to protect student safety and to balance this with the need for open communications when using the Internet. There are documented instances of students being inappropriately identified via the Internet and thereby becoming subjected to unhealthy situations or unwelcome communication.

It is clear that there are significant risks, as well as significant advantages, involved with allowing students to be identified on the Internet. Therefore students should not be easily identifiable from materials they might publish on the Internet. No information will be posted on the web for students whose parents have returned the form asking that such information not be released. See below.

- Only first names will be used in published student work
- Pictures that are a part of student publishing should not include identifying information
- Under no circumstances should a student's home address or phone number be included.
- If replies to published student work are appropriate, the sponsoring teacher's address should be the e-mail address displayed.
- In special circumstances with parent-signed release, identifying information can be added.

**III: Unacceptable Use of ACENet – Avenue City R-9 School District :** \*The Student Handbook will govern student discipline. \*School Board Policy and District Administrative Rules govern staff use.

The following uses of ACENet are unacceptable and may result in suspension or revocation of network privileges. Unacceptable use is defined to include, but not be limited to, the following:

- Violation of School Board Policy, District Administrative Rules, or any provision in the district Student Handbook.
- Transmission of any material in violation of any local, state, or federal law. This includes, but is not limited to: copyrighted materials, threatening or obscene material, or material protected by trade secret.
- The use of profanity, obscenity or other language that may be offensive to another user.
- Any form of vandalism, including but not limited to, damaging computers, computer systems, or networks, and/or disrupting the operation of the network.
- Copying and/or downloading commercial software or other material (e.g. music) in violation of federal copyright laws.
- Use of the network for financial gain, commercial activity, or illegal activity, e.g. hacking.
- Use of the network for political activity.
- Use of the network to access pornography of any kind, or other materials considered obscene by normal society standards
- Creating and/or placing a computer virus on the network, or anywhere on the internet.
- Accessing another person's individual account, or accessing a restricted account without the prior consent of the responsible administrator or teacher. The person in whose name an account is issued is responsible at all times for its proper use.
- Passwords should never be shared with another person and should be changed frequently.

**IV: Privacy:** Staff and student users must be aware that information accessed, created, sent, received or stored on the ACENet network is not private, and is subject to review by network system administrators. System administrators may investigate complaints regarding e-mail that may contain inappropriate or illegal material. Users should not expect that email or files stored on District servers will be private. The District reserves the right to log technology use, to monitor fileserver space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access to transmissions and files by persons outside, or from persons inside the District.

**V: Avenue City Website Content - (avenuecityschool.org):** The content on the Avenue City Elementary School website shall be consistent with its purpose of supporting and enhancing learning and teaching that prepares students for success. In addition to educational purposes, it is intended that ACENet :

- Provide parents with communication from teachers and administration.
- Provide for emergency notification information.
- Provide timely updates for early-release days, snow days or other activities.
- Provide access to all school calendar events and related information for parents.

Staff who publish pages should use criteria appropriate to selecting material that enriches the learning environment. In addition to applying the principles used to establish a rich educational environment, web page content should be designed to reflect validity of the author, accuracy of information, objectivity and timeliness of issues or policy.

**VI: Copyright Issues & Plagiarism:** Adherence to federal copyright law is required in both the print and the electronic environments, and all subsequent federal legislation and guidelines related to the duplication and/or use of copyrighted materials. ACENet guidelines only permit copying specifically allowed by copyright law, fair use guidelines, license agreements or proprietor's permission. The following are not permitted:

- Using network resources to commit plagiarism.
- Unauthorized use, copying, or forwarding of copyrighted material.
- Unauthorized installation, use, storage, or distribution of copyrighted software.

**USE THE ON-LINE FORM OR RETURN THIS PAGE TO THE OFFICE**

**PARENTS: PLEASE READ AND SIGN AT (1) OR SIGN (1) AND (2)**

**STUDENTS: PLEASE READ AND SIGN YOUR PART AT THE BOTTOM OF THE PAGE**

**(1) I have read and understand the above guidelines and policy information given on all previous pages related to my students' use of ACENet at Avenue City Elementary School.**

\_\_\_\_\_  
**Parent/Guardian Signature**

\_\_\_\_\_  
**Date Signed**

**(2) If you do not wish your student to have ANYTHING published on the Internet as part of their academic curriculum, please sign below. NO GRADING PENALTIES WILL BE ASSESSED if you choose this option.**

**(Signatures above will still be required for ACENet access)**

**Parent/Guardian Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_ **Student Name:** \_\_\_\_\_

**STUDENT: PLEASE READ AND SIGN**

I understand that any infraction of the guidelines and policies listed in this Acceptable Use Policy will result in the temporary or permanent loss of any or all computer access at school.

**Student Signature:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_