

Acceptable Computer/Network Use and Internet Safety Policy

Batesville Community School Corporation

Introduction

The Batesville Community School Corporation (BCSC) offers students and staff access to computers and the Internet as an element of the instructional program. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

The purpose of BCSC provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, student and staff use must be in support of and consistent with the educational objectives of BCSC. Access is a privilege, not a right and entails responsibility.

Internet Access

BCSC will take reasonable precautions (including filtering) to provide Internet security and ensure that Internet access is consistent with the educational objectives of the school corporation. A student must request permission from and be under the supervision of a staff member to use the Internet.

User Responsibilities

Support of educational research, exchange of ideas and information, and long distance learning is considered acceptable use of the Internet. Transmission of any materials in violation of any federal, state or local regulation or law is inappropriate use of the Internet. This includes, but is not limited to copyrighted materials, threatening or obscene materials or materials protected by trade secret. Use for commercial activity, product advertisement, or political lobbying is prohibited. In addition, the use of school corporation Internet resources and accounts are prohibited:

- a. to access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
- b. to transmit obscene, abusive, or sexually explicit language.
- c. to violate any local, state, or federal statute.
- d. to vandalize, damage, or disable the property of another person or organization.
- e. to access another person's materials, information, or files without the implied or direct permission of that person.
- f. to violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation.

While Internet communications between individuals are considered private and every effort is made to ensure their security, the user should be aware that Internet security is tenuous at best and that network service providers are required to report to the proper legal authorities any illegal activities.

Users should refrain from sending any material over the network that they would not want published on the front page of a newspaper.

Users should also be aware that it is a violation of network policy to attempt to log on the network using another individual's or group's ID and password. Misuse of user IDs and passwords can result in the cancellation of network privileges and other penalties.

Malicious attempts to harm or destroy data of another user, the Internet or any agency connected to the Internet backbone including the loading of computer viruses or worms is a violation of federal law.

Users should not expect that files stored on school computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers.

Remote visual monitoring of the use of a computer may be done by staff members without the user's knowledge.

The use of the Internet is a privilege, not a right. Inappropriate use may result in the termination of the privilege. Internet activity, which violates the rules and policies of the Batesville Community School Corporation, will subject the user to appropriate disciplinary sanctions.

Since Internet utilization will be a part of some classroom activities, the parent or guardian of a BCSC student may request that appropriate activities be substituted. The request must be made in writing to the student's teacher.

Student Expectations in Use of the Internet

Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of BCSC. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be courteous and respectful in your messages to others.
2. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal your home address or phone numbers, or those of other students or colleagues. Use school addresses and phone numbers only, even if you think you "know" your correspondent.
4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Always try to do your best writing, and proofread and edit your messages.
6. Do not post personal messages on bulletin-boards, listservs, ***blogs, forums, or social network sites (i.e. myspace, tagged)***. Send personal messages directly to the person to whom you want to write.
7. Do not use the network in such a way that you would disrupt the use of the network by other users.
8. All communications and information accessible via the network should be assumed to be private property.
9. No **cyber harassment, stalking, or bullying** will be permitted.

Information and Services Disclaimers

The Batesville Community School Corporation makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. BCSC will not be responsible for any damages users suffer, including but not limited to, loss of data resulting from delays or interruptions in service. BCSC will not be responsible for the accuracy, nature or quality of information gathered through BCSC provided Internet access. BCSC will not be responsible for unauthorized financial obligations resulting from BCSC provided access to the Internet.

Rules of Appropriate Use

These rules are to be followed to prevent the loss of network/computer/Internet privileges in the Batesville Community School Corporation. Be prepared to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

1. Do not use a computer to harm other people or their work.
2. Do not damage the computer or network in any way.
3. Do not ***download and/or install*** software, shareware, freeware, ***or any other executable file.***
4. Do not violate copyright laws.
5. Do not view, send or display offensive messages or pictures.
6. Do not share your password with another person.
7. Do not waste limited resources such as disk space or printing capacity.
8. Do not trespass in another's folders, work, or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the rules of appropriate use.
10. Report inoperative and/or damaged equipment, missing parts, problems using equipment and/or software to the adult supervisor.
11. Do not belittle or harass another individual or group of individuals using electronic resources such as electronic mail (email), web sites, online forums, blogs, instant messaging, and voice/text sent to cell phones.
12. Protect yourself from **cyber harassment and bullying** by not providing your phone number, home address, social security number, gender, age, or other personal information on an "untrusted" web site. An "untrusted" web site is a site that you do not know whom may have access to the information or is not a commercially recognized and accepted site such as Amazon.com.
13. Report all **cyber harassment, stalking, or bullying** incidents to a school employee.
14. ***Do not access bulletin-boards, listservs, blogs, forums, or social network sites (i.e. myspace, tagged) without approval of a teacher or other staff member.***
15. ***Do not access filtered sites by using an alternate access site or process.***

User Agreement

1. All students and staff who access the Internet through BCSC will complete and sign the attached BCSC Acceptable Use Policy Agreement.
2. The signatures on the attached agreement are legally binding and indicate the party (parties) who signed has/have read the terms and conditions carefully and understand their significance.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes

Batesville Community School Corporation updated its "**Acceptable/Network Use and Internet Safety Policy**" as of July 15, 2006. Please read the policy, complete, and sign the form if you wish your daughter/son to use computers while attending school.

**Acceptable Computer/Network Use and Internet Safety
Policy User Agreement
Batesville Community School Corporation**

For Office Use Only
Rcvd _____
Entered in Network _____

This agreement must be completed by anyone requesting access to computers and the Internet through the Batesville Community School Corporation. The agreement is for adults and students alike.

PLEASE PRINT:

User Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Grade: _____ School: _____

I acknowledge that I have received a copy of the Acceptable Computer/Network Use and Internet Safety Policy for the Batesville Community School Corporation and that I have read the policy and understand the terms outlined for accessing the Internet and computer/network use. I also acknowledge that I am responsible for the use of my user identification and password. I further acknowledge that any violations of the policy as written may result in the cancellation of my access privileges. I further acknowledge that violation of this policy will result in appropriate disciplinary and/or legal action.

User Signature: _____ Date: _____

Parent/Guardian Statement

As a parent or guardian for the above named individual, I have read the Acceptable Computer/Network Use and Internet Safety Policy of the Batesville Community School Corporation and I understand and agree to its provisions. I also acknowledge that there are resources available on the Internet that may be considered to be inappropriate. I acknowledge that I will not hold Batesville Community School Corporation or its employees responsible for any materials acquired on the Internet. I hereby give my permission for computer and Internet access to be established for the above named individual. I also acknowledge and certify that the information contained on this form is correct.

Check one of the following.

_____ The above user may use computers and the Internet according to the rules outlined.

_____ The above user may not use the Internet but may use computers.

Parent/Guardian Name: _____

(Please Print)

Parent/Guardian Signature: _____ Date: _____